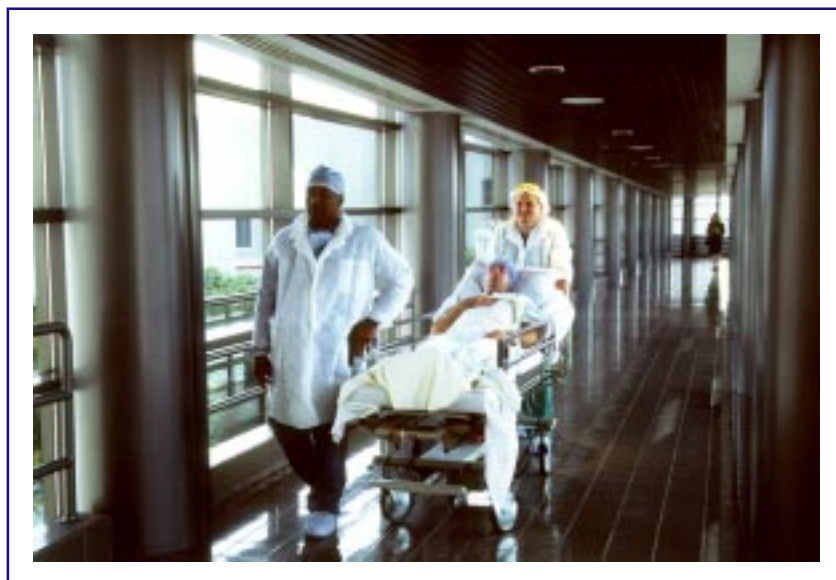
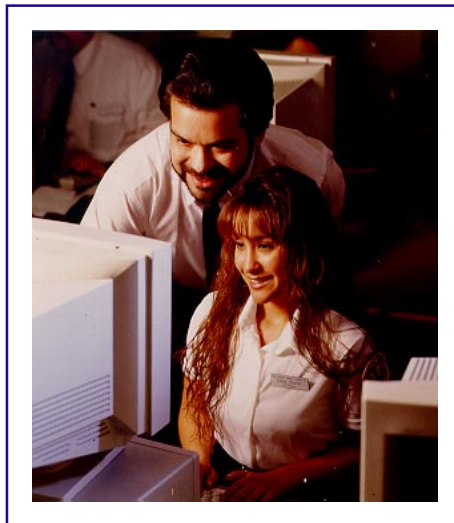
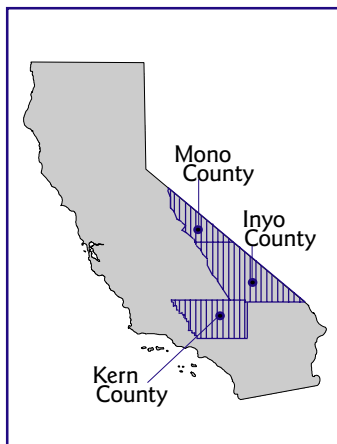


Kern, Inyo and Mono Counties

Occupational Outlook 1998



Kern, Inyo and Mono Counties

Occupational Outlook 1998

Administered by

Employers' Training Resource

John Nilon, Executive Director

Sponsored by

Kern County Board of Supervisors

Inyo County Board of Supervisors

Mono County Board of Supervisors

Employers' Training Resource Board of Directors (Private Industry Council)

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California Occupational Information Coordinating Committee

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The California Cooperative Occupational Information System

The California Cooperative

CCOIS
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**EMPLOYERS'
TRAINING
RESOURCE**

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- ETR Board of Directors;
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Introduction

The 1998 Occupational Outlook Report is presented by Employers' Training Resource (ETR), which is a Kern County department that administers funds for employment and training activities in Kern, Inyo and Mono Counties.

The information presented in this report was collected and analyzed through a partnership between ETR and the Labor Market Information Division of the California Employment Development Department (LMID/EDD). This partnership is part of a statewide project known as the California Cooperative Occupational Information System (CCOIS) initiated by EDD in 1986 to determine the occupational needs of employers and to match those needs with the skills of local job seekers. Although much of the research is conducted at the local level, LMID/EDD plays an active role in all phases by providing the initial employer samples, computer software, technical assistance and guidance.

This report includes the input of more than 350 employers who took the time to respond, offer their insights and share information. The overall data represent the employment of more than 6,700 persons in the 24 occupations studied in Kern, Inyo and Mono Counties. The data presented in this report is intended to provide schools, counselors, job seekers and businesses with current information and projected trends.

Possible Uses for this Report

- **Career Decisions:** Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education and personal needs. The localized information in this report is easy to understand and includes employer requirements and preferences, wages, benefits, supply and demand assessments, sources of employment and training and more.
- **Program Planning:** This report provides planners and administrators with local employment

and training information, occupational size and expected growth rates. Program planners can use this data to evaluate, improve or plan new programs.

- **Curriculum Design:** Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.
- **Economic Development:** Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates and wages, useful in determining the potential for business growth and development in our labor market area.
- **Program Marketing:** This occupational information is reliable, locally developed and can be used by economic developers, employers, training providers and job placement specialists to better market their programs and services.
- **Human Resources Management:** Small business owners and large corporation directors alike can use this report to help determine competitive wages and benefits, improve their recruitment and assess the availability of qualified workers for business relocation or expansion purposes.

For more information, please contact:

Employers' Training Resource
(805) 336-6978 or
(800) 334-5670



Sampling and Research Methods

The information presented in this Occupational Outlook Report (OOR) was collected and analyzed through a partnership between Employers' Training Resource (ETR) and the Labor Market Information Division (LMID) of the California Employment Development Department (EDD). This partnership is part of a state-wide program known as the California Cooperative Occupational Information System (CCOIS).

Although much of the research is conducted at the local level, LMID/EDD plays an active role in all phases of the study by providing the names and addresses for the employer samples, computer software, technical assistance and guidance.

This year ETR studied 24 different occupations—18 in Kern County and 6 in Inyo and Mono Counties. Data contained in this report was collected from May 14, 1998, through August 31, 1998. The occupations presented were selected for study by local users of occupational information. These users include training providers, educational administrators, vocational planners and counselors, employers and others. Outlined below are the methods used to select the occupations and the criteria used by LMID/EDD to select the employers for the study.

Occupation Selection

ETR staff developed a preliminary list of occupations after an initial review of the Occupational Forecast Tables prepared by LMID/EDD. These tables provide employment information by occupation and project job growth rates for occupations in Kern, Inyo and Mono Counties for the period 1995 through 2002. In addition, input from local employers, community organizations, training providers, ETR staff and LMID/EDD was also considered to arrive at a final list of occupations to be studied.

Employer Samples

LMID/EDD staff, using detailed data bases on employers and occupational staffing within

industries, chose a representative sample of employers for each occupation. The sample comprised a cross section of various sized firms and represented all major employing industries for each occupation. ETR staff reviewed and modified each sample, as appropriate, to obtain an initial list of at least 40 employers for most of the occupations. For some occupations that had a limited employment base, the sample was smaller than 40 employers. LMID/EDD reviewed and approved the edited samples before the survey began. During the survey process, ETR staff further edited the samples since some employers responded that they did not use the occupation(s) being surveyed, were no longer in business or for other reasons could not be included in the study. Additional employers were added to the list based on knowledge of local firms or firms listed in telephone directories and the Internet.

Survey Process

ETR staff used a combination of approaches to collect the data. Initially, all employers in the sample were mailed an explanation of the program with a standard two-page questionnaire developed by EDD/LMID. Follow-up phone calls were made to employers who did not respond to the mailed survey. During this follow up, ETR staff explained the project, verified that the occupation was used by the employers and requested their participation in the study. Usually, employers agreed to participate, and surveys were completed by phone. When required, a second copy of the survey was then faxed or mailed to employers. All completed surveys were reviewed and checked for completeness and consistency. Employers were contacted again if answers were unclear, incomplete or conflicted with other responses.

Completed questionnaires were then coded for data entry. ETR's required response goal for most of the occupations was 15 useable surveys. However, those occupations with a small employer sample required a relatively greater response rate. Required response goals also included a minimum of three useable surveys from the major industry(ies)

Sampling and Research Methods (continued)

employing the occupation to ensure adequate representation.

Tabulation and Results

Survey responses were entered into the CCOIS data base and tabulated. ETR staff analyzed the data, reviewed and incorporated supplemental information, where applicable, and prepared the final occupational summaries. Each summary was then reviewed by EDD/LMID before the final OOR was produced. Each occupational summary provides information on gender makeup; wages; union status; hours; fringe benefits; employment trends; supply and demand; employer requirements; job qualifications; promotional opportunities; recruitment methods; where the jobs are; and locally available training. Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

Specific employer information is and will remain confidential.



About the Occupational Summaries

Each occupational summary follows a similar format and provides the information described below. The information for each category of the summaries is based on local employer surveys, as described in the *Sampling and Research Methods* section of this report, and supplemental information provided by LMID/EDD, if applicable. Please keep in mind that the information presented in this report represents a *snapshot in time* and that there may be more recent information available.

Titles and Descriptions

The occupational titles and descriptions are based on the Occupational Employment Statistics (OES) Dictionary published by the U.S. Department of Labor. Each title's corresponding OES code number is also provided. Alternate occupational titles more commonly used by local employers responding to the surveys may also be included for clarity. Additionally, the percents of males and females employed in each occupation are also provided to assist in the identification of nontraditional occupations for women.

Wages

This section shows the salary range and the median for each occupation based on local employer responses. One wage section is shown when the percent of union employment, as reported by employers, is greater than 80% or less than 20%. Two wage sections are shown when the percent of union employment, as reported by employers, was from 20% to 80%. The wages reported are the average paid by each employer and do not necessarily represent the lowest or the highest. The median represents the midpoint of the ranges of salaries reported with an equal number of higher and lower salaries. All wage data reflect wages through August 31, 1998.

When responding to the survey, employers were asked to refer to the definitions below:

New hires, no experience: Wages of persons trained or untrained but with no paid experience.

New hires, with experience: Starting wages paid to journey-level or experienced persons just starting at the firm.

Experienced, after three years: Wages generally paid to persons with three years of journey-level experience at the firm. The average number of weekly hours worked by full-time employees and part-time employees, if applicable, are also shown in this section.

Also included, when applicable, is the percent of employers who responded that employees in an occupation are members of a union.

Hours

The number of hours worked per week is the weighted average based on the answers provided by responding employers.

Fringe Benefits

This section provides information on fringe benefits traditionally offered by employers for full-time and part-time workers, if applicable. The percentages are based on the number of employers who responded to the question.

Employment Forecast

The terms used to describe the size of each occupation refer to the estimated number of workers in an occupation. The approximate number employed in each occupation was obtained from the Occupational Forecast Tables provided by LMID/EDD. The following scale was used to define the occupation size:

Terms	% of Wage and Salary Employment Total	Kern County	Inyo/Mono Counties
Small	less than .15	264 or less	18 or less
Medium	.15 but not .30	265 to 520	19 to 36
Large	.30 but not .65	521 to 1,115	37 to 77
Very Large	.65 and above	1,116 or more	78 or more

About the Occupational Summaries (continued)

Occupational projections are provided by LMID/ EDD for the period 1995 through 2002. Growth rates for the years 1995-2002, as projected in the Occupational Forecast Tables, are described by their relationship to growth for all occupations in the survey area. For Kern County the projected average growth rate for all occupations is 12.8 percent, and for Inyo and Mono Counties the rate is 5.6 percent.

<i>Much faster than average</i>	1.50 times average or more
<i>Faster than average</i>	1.10 to 1.49 times average
<i>Average</i>	0.90 to 1.09 times average
<i>Slower than average</i>	less than 0.90 times average
<i>No significant change</i>	No growth projected (-1% to 1%)
<i>Slow decline</i>	Negative growth projected (-1% or less)

This section also reports employers' perceptions of whether employment in the occupation declined, remained stable or grew over the past year, and whether they expected their firms' employment within an occupation to decline, remain stable or grow over the next three years.

Supply/Demand Assessment

The terms used in this section of the summary refer to the relative difficulty employers experience in finding qualified applicants for entry and experienced positions in the occupation. Supply and demand terms are listed separately for experienced and inexperienced workers. The following terms are used in describing the local supply/demand situation found in Kern, Inyo and Mono Counties:

Very Difficult

Demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.

Somewhat Difficult

Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants when a opening exists.

A Little Difficult

Supply is somewhat greater than demand for qualified applicants when seeking jobs.

Not Difficult

Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Employer Requirements

Education of Recent Hires

This section indicates the education level of recent hires in each occupation. The percentages are based on the number of employers responding to this question.

Experience & Other Requirements

This section indicates the percentage of the responding employers who require related work experience and whether they accept training as a substitute for experience.

Job Qualifications

The basic skills, knowledge, abilities, certification and licensing information described in this section

About the Occupational Summaries (continued)

are from information provided by LMID/EDD and not from employers in Kern, Inyo and Mono Counties who responded to the survey.

Promotional Opportunities

This section shows whether the responding employers promote employees in the occupation to higher level positions and identifies the types of positions to which employees are promoted. When reference is made to *all*, *almost all*, *most*, *many*, *some* or *few*, the following definitions apply:

<i>All Employers</i>	<i>100%</i>
<i>Almost All Employers</i>	<i>80% to 99%</i>
<i>Most Employers</i>	<i>60% to 79%</i>
<i>Many Employers</i>	<i>40% to 59%</i>
<i>Some Employers</i>	<i>20% to 39%</i>
<i>Few Employers</i>	<i>Less than 20%</i>

Recruitment Methods

Listed in this section are the most common methods used by the responding employers to recruit applicants for the occupation.

Where the Jobs Are

This section identifies the major sources of employment for each occupation. The industry titles are taken from the Standard Industrial Classification (SIC) as used in the 1995-2002 Occupational Forecast Tables supplied by LMID/EDD.

Available Training

Where applicable, we have identified local training providers which offer training for each occupation. A list of these training providers is located at the end of this report. Additional information about the availability of other vocational training may be found in the *Kern, Inyo and Mono Counties 1998 Vocational Training Directory* published by Employers' Training Resource.



Occupational Summaries

Kern County

Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers
Bus and Truck Mechanics and Diesel Engine Specialists
Computer Programmers, Including Aides
Dental Assistants
Electricians
Food Preparation Workers
Guards and Watch Guards
Hotel Desk Clerks
Janitors and Cleaners - Except Maids and Housekeeping Cleaners
Maids and Housekeeping Cleaners
Network Control Technicians
Operating Engineers
Registered Nurses
Salespersons - Retail (Except Vehicle Sales)
Secretaries, Except Legal and Medical
Teachers - Secondary School
Truck Drivers, Light - Include Delivery and Route Workers
Waiters and Waitresses



Bookkeeping, Accounting and Auditing Clerks, Including Bookkeepers

OES Code: 553380

20 Employers Responded

114 Jobs Represented

Alternate Titles: Office Manager, Accounts Receivable and Financial Clerk, Inventory Control Technician, Accounting Attendant

Description

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Individuals whose primary duty is operating special office machines are not included.

Responding employers reported that employees in this occupation were: male 8% - female 92%.

Wages

Union, Non-Union and Union Undetermined

	<u>Wage Range</u>	<u>Median</u>
New hires/no exp.	\$ 5.75-\$11.82	\$ 7.34
New hires/with exp.	\$ 7.00-\$16.93	\$ 9.10
Exp./3+ yrs. with firm	\$ 7.50-\$16.93	\$10.65

Hours

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 27 hours per week.

Fringe Benefits

	<u>Full-time</u>	<u>Part-time</u>
Medical Insurance	88%	24%
Dental Insurance	59%	12%
Vision Insurance	35%	18%
Life Insurance	53%	18%
Paid Sick Leave	59%	24%
Paid Vacation	82%	24%
Retirement Plan	53%	12%
Child Care	6%	0%

Percentages are based on the number of employers responding to this question.

Employment Forecast

Occupation Size (1998): *Very large*

Job Growth Rate: *Slower than average* (3.6%)

(The projected average growth rate for all occupations in Kern County is 12.8% for the period 1995 through 2002.)

Responding employers reported employment in this occupation during the last year:

<u>Declined</u>	<u>Remained Stable</u>	<u>Grew</u>
0%	80%	20%

Responding employers projected employment in this occupation over the next three years would:

<u>Decline</u>	<u>Remain Stable</u>	<u>Grow</u>
5%	70%	25%

Supply/Demand Assessments

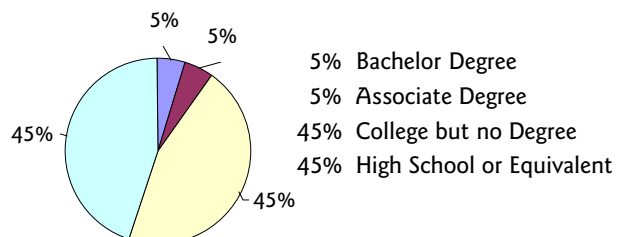
Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Somewhat difficult*

Inexperienced: *Somewhat difficult*

Employer Requirements

Education of recent hires in this occupation:



Percentages are based on the number of employers responding to this question.

Bookkeeping, Accounting and Auditing Clerks, Including Bookkeepers (continued)

Experience & Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience required	0%	10%	30%	60%
Training as substitute for experience	10%	60%	25%	5%

Percentages are based on the number of employers responding to this question.

Job Qualifications

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: conduct an audit; operate 10-key adding machine by touch; use spreadsheet software; use word processing software; write effectively; perform routine, repetitive work; pay attention to detail; work independently and work with close supervision; read and follow instructions; write legibly.

Skills in: accounting; bookkeeping; payroll processing; telephone answering; public contact; basic math; oral communication.

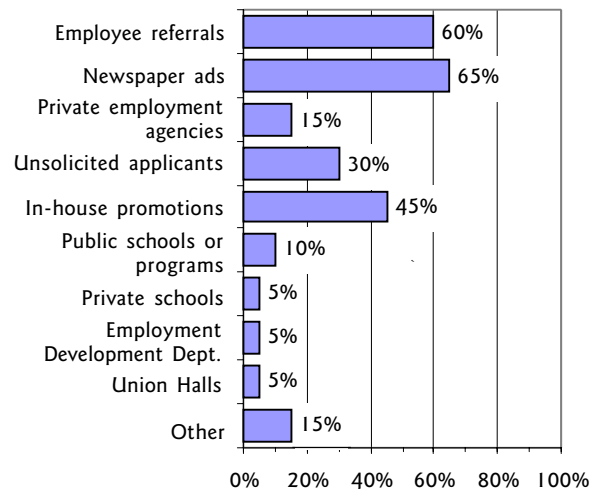
Other: bondable.

Promotional Opportunities

Of the employers who responded to this question, *most* (68%) promote employees from this occupation to higher level positions. These positions include supervisor level or management positions, night auditor, sales executive, senior patient account clerk, and senior bookkeeper.

Recruitment Methods

Responding employers reported the following methods used to recruit applicants for this occupation.



Where the jobs are

Major Employing Industries:

- Federal government
- Elementary and secondary schools
- Accounting, auditing, and bookkeeping services
- Motor vehicle dealers (new and used)
- Local government
- Offices and clinics of doctors of medicine
- Eating places
- Grocery stores
- Crude petroleum and natural gas

Available Training

Bakersfield Adult School; Bakersfield College; Bakersfield Technical College; California Technical College; Cerro Coso Community College; Delano Adult School; Highland High School; Kern County Regional Occupational Program; Kern High School District Regional Occupational Center; Mexican American Opportunity Foundation; North Kern Vocational Training Center; San Joaquin Valley College, Inc.; Santa Barbara Business College; Taft College; West Side Regional Occupational Program



Bus and Truck Mechanics and Diesel Engine Specialists

OES Code: 853110

15 Employers Responded

123 Jobs Represented

Alternate Titles: Shop Technician, Service Person, Diesel Mechanic-Heavy Duty, Truck Mechanic

Description

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Mechanics working primarily with automobile diesel engines are included in this occupation.

Responding employers reported that employees in this occupation were: male 100% - female 0%.

Wages

Non-Union and Union Undetermined

	Wage Range	Median
New hires/no exp.	\$ 6.00-\$11.50	\$ 8.00
New hires/with exp.	\$ 8.50-\$12.50	\$10.00
Exp./3+ yrs. with firm	\$11.00-\$17.50	\$14.00

Union

New hires/no exp.	\$ 8.63-\$15.21	\$14.68
New hires/with exp.	\$ 9.59-\$18.49	\$12.74
Exp./3+ yrs. with firm	\$11.45-\$18.49	\$16.15

Of the employers responding, 4 out of 15 reported that employees in this occupation were union members.

Hours

Full-time employees in this occupation work an average of 42 hours per week. Part-time employees work an average of 32 hours per week.

Fringe Benefits

	Full-time	Part-time
Medical Insurance	100%	0%
Dental Insurance	80%	0%
Vision Insurance	87%	0%
Life Insurance	87%	0%
Paid Sick Leave	33%	0%
Paid Vacation	87%	0%
Retirement Plan	73%	0%
Child Care	7%	7%

Percentages are based on the number of employers responding to this question.

Employment Forecast

Occupation Size (1998): *Medium*

Job Growth Rate: *Much faster than average (21.4%)*

(The projected average growth rate for all occupations in Kern County is 12.8% for the period 1995 through 2002.)

Responding employers reported employment in this occupation during the last year:

Declined	Remained Stable	Grew
0%	53%	47%

Responding employers projected employment in this occupation over the next three years would:

Decline	Remain Stable	Grow
0%	53%	47%

Supply/Demand Assessments

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Somewhat difficult*

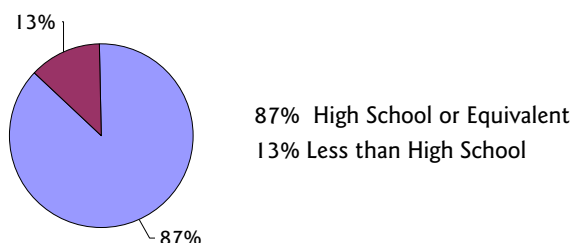
Inexperienced: *Somewhat difficult*

Bus and Truck Mechanics and Diesel Engine Specialists

(continued)

Employer Requirements

Education of recent hires in this occupation:



Percentages are based on the number of employers responding to this question.

Experience & Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience required	0%	7%	40%	53%
Training as substitute for experience	20%	53%	20%	7%

Percentages are based on the number of employers responding to this question.

Job Qualifications

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: operate electronic automotive diagnostic equipment; operate electric testing equipment; repair diesel engines; implement safe work practices; use and provide own hand tools; lift at least 75 lbs. repeatedly; work independently and with close supervision; read and follow instructions; write legibly.

Skills in: automobile body and fender repair; shop math; welding; public contact; basic math; oral communication.

Knowledge of: hydraulics; basic auto mechanics.

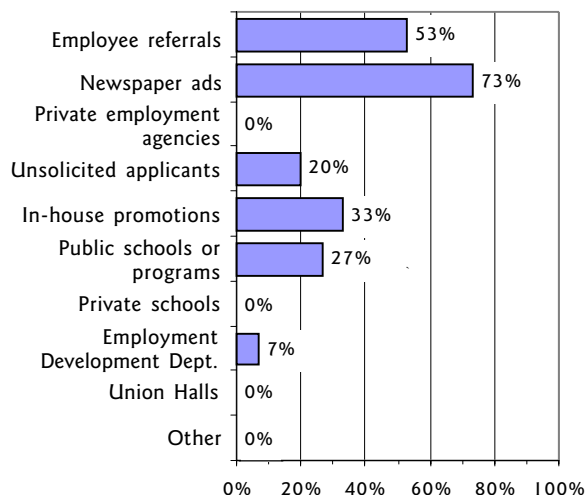
Other: Possession of valid Class A and Class B driver's license; clean DMV record.

Promotional Opportunities

Of the employers who responded to this question, *almost all* (80%) promote employees from this occupation to higher level positions. These positions may include service advisor, shop supervisor, head technician, foreman, assistant manager, driver and supervisor.

Recruitment Methods

Responding employers reported the following methods used to recruit applicants for this occupation.



Where the Jobs Are

Major Employing Industries:

- Local trucking without storage
- Elementary and secondary schools
- Trucking, except local
- Automobiles and other motor vehicles
- Motor vehicle dealers (new and used)

Available Training

Bakersfield College; North Kern Vocational Training Center

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Computer Programmers, Including Aides

OES Code: 251050

11 Employers Responded

53 Jobs Represented

Alternate Titles: Computer Analysts, System Engineer, Management Information Systems (MIS) Support Technicians, Control Systems Engineers

Description

Computer Programmers, including Aides, convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate and retrieve specific documents, data and information.

Responding employers reported that employees in this occupation were: male 75% - female 25%.

Wages

Union, Non-Union and Union Undetermined

	<u>Wage Range</u>	<u>Median</u>
New hires/no exp.	\$ 6.00-\$20.00	\$15.34
New hires/with exp.	\$ 8.00-\$35.00	\$19.18
Exp./3+yrs. with firm	\$10.00-\$55.00	\$22.61

Hours

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 26 hours per week.

Fringe Benefits

	<u>Full-time</u>	<u>Part-time</u>
Medical Insurance	89%	11%
Dental Insurance	78%	11%
Vision Insurance	33%	0%
Life Insurance	78%	11%
Paid Sick Leave	89%	11%
Paid Vacation	78%	11%
Retirement Plan	44%	11%
Child Care	11%	0%

Percentages are based on the number of employers responding to this question.

Employment Forecast

Occupation Size (1998): *Medium*

Job Growth Rate: *Much faster than average (27.7%)*

(The projected average growth rate for all occupations in Kern County is 12.8% for the period 1995 through 2002.)

Responding employers reported employment in this occupation during the last year:

<u>Declined</u>	<u>Remained Stable</u>	<u>Grew</u>
9%	36%	55%

Responding employers projected employment in this occupation over the next three years would:

<u>Decline</u>	<u>Remain Stable</u>	<u>Grow</u>
9%	55%	36%

Supply/Demand Assessments

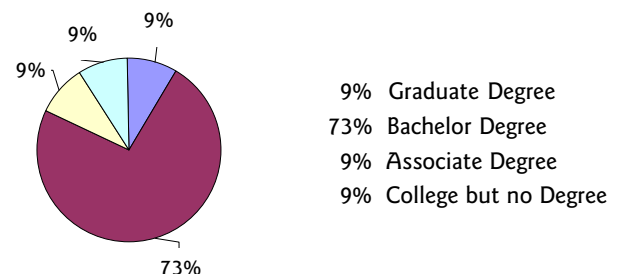
Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Somewhat difficult*

Inexperienced: *Somewhat difficult*

Employer Requirements

Education of recent hires in this occupation:



Percentages are based on the number of employers responding to this question.

Computer Programmers, Including Aides (continued)

Experience & Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience required	0%	18%	9%	73%
Training as substitute for experience	9%	73%	9%	9%

Percentages are based on the number of employers responding to this question.

Job Qualifications

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: write documentation of computer procedures; write, edit, and debug computer programs for business; use assembly language; use COBOL and FORTRAN; use fourth generation computer languages; write effectively; perform precision work; read and follow instructions; work under pressure; think logically; work with close supervision and independently.

Skills in: scientific programming; engineering programming; statistical programming; problem solving; basic math; oral communication.

Knowledge of: mainframe hardware and operating systems; minicomputer hardware and operating systems.

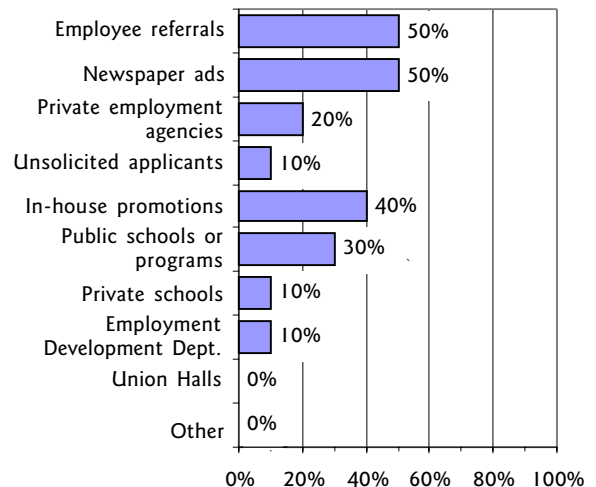
Other: completion of certified training program; completion of company training.

Promotional Opportunities

Of the employers who responded to this question, some (33%) promote employees from this occupation to higher level positions. These positions include supervisor, coordinator, senior programmer and manager.

Recruitment Methods

Responding employers reported the following methods used to recruit applicants for this occupation.



Where the Jobs Are

Major Employing Industries:

- Crude petroleum and natural gas
- Computer programming services
- Computer related services, not elsewhere classified
- Local government
- Computer integrated systems design

Available Training

Bakersfield College; California State University, Bakersfield



Dental Assistants

OES Code: 660020

17 Employers Responded

86 Jobs Represented

Alternate Titles: Registered Dental Assistant, Chair Side Assistant

Description

Dental assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

Responding employers reported that employees in this occupation were: male 1% - female 99%.

Wages

Union, Non-Union and Union Undetermined

	<u>Wage Range</u>	<u>Median</u>
New hires/no exp.	\$ 5.75-\$10.00	\$ 7.25
New hires/with exp.	\$ 7.00-\$16.00	\$10.00
Exp./3 + yrs. with firm	\$ 8.00-\$18.00	\$12.00

Hours

Full-time employees in this occupation work an average of 39 hours per week. Part-time employees work an average of 16 hours per week.

Fringe Benefits

	<u>Full-time</u>	<u>Part-time</u>
Medical Insurance	53%	0%
Dental Insurance	47%	0%
Vision Insurance	24%	0%
Life Insurance	29%	0%
Paid Sick Leave	71%	18%
Paid Vacation	100%	18%
Retirement Plan	59%	6%
Child Care	6%	6%

Percentages are based on the number of employers responding to this question.

Employment Forecast

Occupation Size: *Medium*

Job Growth Rate: *Much faster than average (30.3%)*

(The projected average growth rate for all occupations in Kern County is 12.8% for the period 1995 through 2002.)

Responding employers reported employment in this occupation during the last year:

<u>Declined</u>	<u>Remained Stable</u>	<u>Grew</u>
6%	59%	35%

Responding employers projected employment in this occupation over the next three years would:

<u>Decline</u>	<u>Remain Stable</u>	<u>Grow</u>
6%	76%	18%

Supply/Demand Assessments

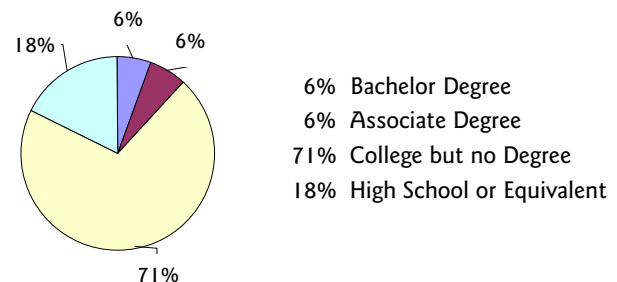
Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Somewhat difficult*

Inexperienced: *Somewhat difficult*

Employer Requirements

Education of recent hires in this occupation:



Percentages are based on the number of employers responding to this question.

Dental Assistants (continued)

Experience & Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience required	0%	12%	41%	47%
Training as substitute for experience	0%	59%	41%	0%

Percentages are based on the number of employers responding to this question.

Job Qualifications

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: do ultrasonic scaling; complete and explain insurance forms; perform or assist with dental procedures; follow billing procedures; work independently and with close supervision; write effectively; follow oral instructions; read and follow instructions; write legibly.

Skills in: record keeping; telephone answering; good grooming; basic math; oral communication; public contact.

Knowledge of: dental material.

Understanding of: coronal polishing.

Certificates: radiation safety certificate; Registered Dental Assistant (RDA) certificate.

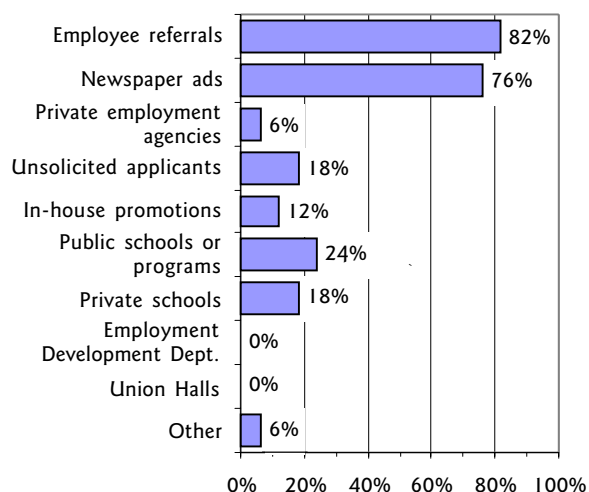
Other: Completion of courses in biological sciences.

Promotional Opportunities

Of the employers who responded to this question, *many* (47%) promote employees from this occupation to higher level positions. These positions may include patient coordinator, front office manager, floor supervisor and office manager.

Recruitment Methods

Responding employers reported the following methods used to recruit applicants for this occupation.



Where the Jobs Are

Major Employing Industry:

- Offices and clinics of dentists

Available Training

Arvin High School; East High School; North Kern Vocational Training Center; San Joaquin Valley College, Inc.; Stockdale High School



Electricians

OES Code: 872020

13 Employers Responded

243 Jobs Represented

Alternate Titles: Electrical Handy Person, General Foreman, Journeyman, Apprentice, Electrical Worker III, Electrician Helper

Description

Electricians install, maintain and repair wiring, electrical equipment and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. Protective Signal Installers and Repairers and Street Light Servicers are included.

Responding employers reported that employees in this occupation were: male 99% - female 1%.

Wages

Non-Union and Union Undetermined

	<u>Wage Range</u>	<u>Median</u>
New hires/no exp.	\$ 5.75-\$28.12	\$ 7.00
New hires/with exp.	\$ 8.00-\$28.12	\$13.50
Exp./3+yrs. with firm	\$13.00-\$28.12	\$16.50

Note: The wage ranges reported by one of the responding employers reflected participation in the Prevailing Wage Program.

Union

	<u>Wage Range</u>	<u>Median</u>
New hires/no exp.	\$ 8.50-\$10.00	\$ 9.79
New hires/with exp.	\$15.00-\$22.50	\$20.27
Exp./3+yrs. with firm	\$20.27-\$25.00	\$23.01

Of the employers who responded, 5 out of 13 reported that employees in this occupation were union members.

Hours

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 29 hours per week.

Fringe Benefits

	<u>Full-time</u>	<u>Part-time</u>
Medical Insurance	91%	9%
Dental Insurance	73%	9%
Vision Insurance	55%	9%
Life Insurance	36%	0%
Paid Sick Leave	18%	0%
Paid Vacation	45%	0%
Retirement Plan	73%	9%
Child Care	0%	0%

Percentages are based on the number of employers responding to this question.

Employment Forecast

Occupation Size (1998): *Large*

Job Growth Rate: *Average (12.5%)*

(The projected average growth rate for all occupations in Kern County is 12.8% for the period 1995 through 2002.)

Responding employers reported employment in this occupation during the last year:

<u>Declined</u>	<u>Remained Stable</u>	<u>Grew</u>
8%	31%	62%

Responding employers projected employment in this occupation over the next three years would:

<u>Decline</u>	<u>Remain Stable</u>	<u>Grow</u>
15%	62%	23%

Supply/Demand Assessments

Degree of difficulty responding employers have in finding qualified applicants:

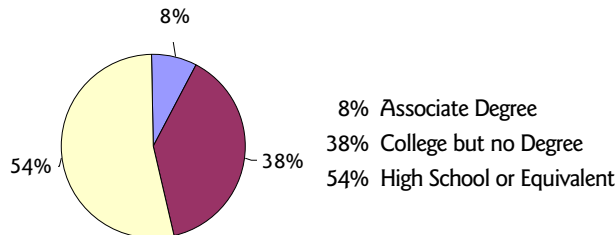
Experienced: *Somewhat difficult*

Inexperienced: *Somewhat difficult*

Electricians (continued)

Employer Requirements

Education of recent hires in this occupation:



Percentages are based on the number of employers responding to this question.

Experience & Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience required	0%	15%	38%	46%
Training as substitute for experience	0%	69%	31%	0%

Percentages are based on the number of employers responding to this question.

Job Qualifications

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: install electrical equipment; read blueprints; climb ladders; crawl under buildings; stand continuously for two or more hours; lift at least 50 lbs. repeatedly; work independently and with close supervision; use and provide own hand tools; read and follow instructions; write legibly.

Skills in: shop math; cost estimating; soldering; oral communication.

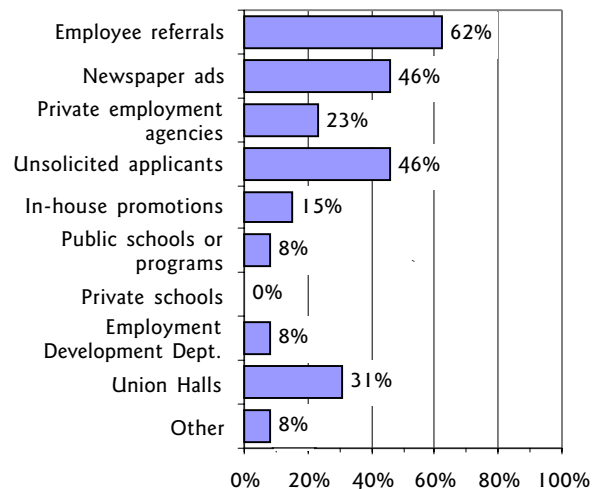
Other: possess a mechanical aptitude; possess good color perception.

Promotional Opportunities

Of the employers who responded to this question, *most* (69%) promote employees from this occupation to higher level positions. These positions include supervisor, service manager, journeyman foreman, general foreman and estimator.

Recruitment Methods

Responding employers reported the following methods used to recruit applicants for this occupation.



Where the Jobs Are

Major Employing Industries:

- Electrical work
- Oil and gas field services, not elsewhere classified
- Federal government
- State government
- Crude petroleum and natural gas
- Oil and gas field exploration services

Available Training

Bakersfield College; Kern Electrical Apprenticeship



Food Preparation Workers

OES Code: 650380

16 Employers Responded

271 Jobs Represented

Alternate Titles: Cook, Food Service Worker, Food Production Worker, Line Cook, Deli Server, Food Service Worker, Speciality Cook, Pantry Cook, Broiler Cook, Line Cook, Prep Cook, Dietary Aide

Description

Food Preparation Workers perform a variety of food duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

Responding employers reported that employees in this occupation were: male 49% - female 51%.

Wages

Union, Non-Union and Union Undetermined

	<u>Wage Range</u>	<u>Median</u>
New hires/no exp.	\$*4.90-\$ 7.60	\$ 5.78
New hires/with exp.	\$ 5.75-\$ 9.12	\$ 6.50
Exp./3+ yrs. with firm	\$ 5.75-\$12.00	\$ 7.50

*Under certain circumstances specified by the state Department of Industrial Relations, some employees in this occupation may be paid less than minimum wage for a limited time.

Hours

Full-time employees in this occupation work an average of 42 hours per week. Part-time employees work an average of 24 hours per week.

Fringe Benefits

	<u>Full-time</u>	<u>Part-time</u>
Medical Insurance	100%	25%
Dental Insurance	75%	8%
Vision Insurance	33%	8%
Life Insurance	67%	8%
Paid Sick Leave	50%	33%
Paid Vacation	75%	33%
Retirement Plan	50%	8%
Child Care	0%	0%

Percentages are based on the number of employers responding to this question.

Employment Forecast

Occupation Size (1998): *Very large*

Job Growth Rate: *Much faster than average (22.8%)*

(The projected average growth rate for all occupations in Kern County is 12.8% for the period 1995 through 2002.)

Responding employers reported employment in this occupation during the last year:

<u>Declined</u>	<u>Remained Stable</u>	<u>Grew</u>
7%	60%	33%

Responding employers projected employment in this occupation over the next three years would:

<u>Decline</u>	<u>Remain Stable</u>	<u>Grow</u>
6%	44%	50%

Supply/Demand Assessments

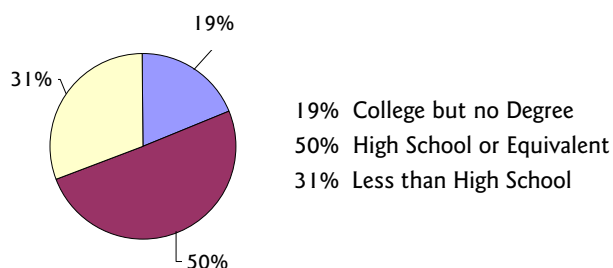
Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *A little difficult*

Inexperienced: *A little difficult*

Employer Requirements

Education of recent hires in this occupation:



Percentages are based on the number of employers responding to this question.

Food Preparation Workers (continued)

Experience & Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience required	44%	38%	6%	13%
Training as substitute for experience	38%	44%	13%	6%

Percentages are based on the number of employers responding to this question.

Job Qualifications

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: operate a cash register; handle multiple food orders in a timely fashion; stand continuously for 2 or more hours; work rapidly; lift at least 30 lbs. repeatedly; work under pressure; work independently and with close supervision; follow oral instructions; read and follow written instructions; write legibly.

Skills in: sandwich making; salad making; basic math; public contact; oral communication.

Knowledge of: sanitary work environment.

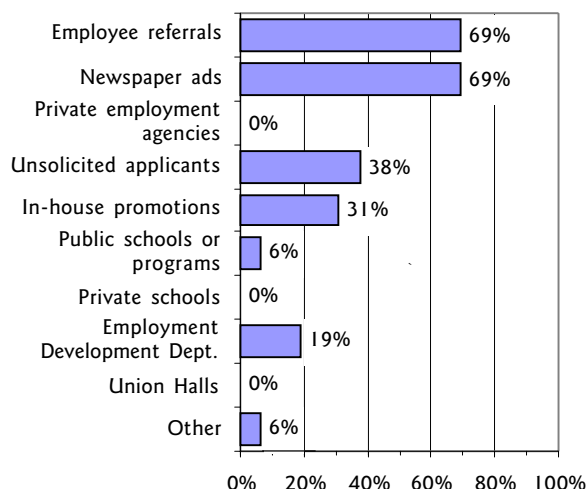
Other: high standards of personal cleanliness; certified as a food handler; pass a pre-employment medical examination.

Promotional Opportunities

Of the employers who responded to this question, *almost all* (87%) promote employees from this occupation to higher level positions. These positions may include line cook, shift supervisor, certified trainer, kitchen manager, sous chef, chef, broiler cook and second cook.

Recruitment Methods

Responding employers reported the following methods used to recruit applicants for this occupation.



Where the Jobs Are

Major Employing Industries:

- Eating places
- Elementary and secondary schools
- Grocery stores
- Skilled nursing care facilities
- Hotels and motels

Available Training

Bakersfield College; Kern County Regional Occupational Program; Kern High School District Regional Occupational Center; Lodging Industry Training Center, Inc.; North Kern Vocational Training Center; Ruggenberg Career Center; West Side Regional Occupational Program



Guards and Watch Guards

OES Code: 630470

15 Employers Responded

573 Jobs Represented

Alternate Titles: Security Officer, Campus Supervisor, Floor Guards, Guards, Patrol Officers, Loss Prevention, Loss Control

Description

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

Responding employers reported that employees in this occupation were: male 75% - female 25%.

Wages

Union, Non-Union and Union Undetermined

	<u>Wage Range</u>	<u>Median</u>
New hires/no exp.	\$ 5.75-\$ 9.64	\$ 5.95
New hires/with exp.	\$ 5.75-\$10.07	\$ 6.25
Exp./3+ yrs. with firm	\$ 6.00-\$11.27	\$ 7.00

Hours

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 21 hours per week.

Fringe Benefits

	<u>Full-time</u>	<u>Part-time</u>
Medical Insurance	92%	17%
Dental Insurance	75%	0%
Vision Insurance	33%	8%
Life Insurance	83%	17%
Paid Sick Leave	67%	33%
Paid Vacation	92%	33%
Retirement Plan	58%	25%
Child Care	0%	8%

Percentages are based on the number of employers responding to this question.

Employment Forecast

Occupation Size (1998): *Very large*

Job Growth Rate: *Much faster than average (29.7%)*

(The projected average growth rate for all occupations in Kern County is 12.8% for the period 1995 through 2002.)

Responding employers reported employment in this occupation during the last year:

<u>Declined</u>	<u>Remained Stable</u>	<u>Grew</u>
7%	40%	53%

Responding employers projected employment in this occupation over the next three years would:

<u>Decline</u>	<u>Remain Stable</u>	<u>Grow</u>
0%	47%	53%

Supply/Demand Assessments

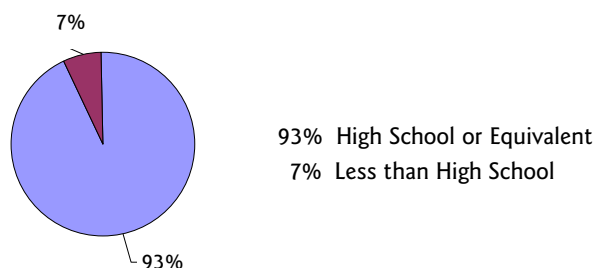
Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Somewhat difficult*

Inexperienced: *Somewhat difficult*

Employer Requirements

Education of recent hires in this occupation:



Percentages are based on the number of employers responding to this question.

Guards and Watch Guards (continued)

Experience & Other Requirements

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience required	7%	67%	27%	0%
Training as substitute for experience	7%	47%	40%	7%

Percentages are based on the number of employers responding to this question.

Job Qualifications

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: follow security procedures; administer emergency first aid; operate video surveillance equipment; use a baton; write effectively; work independently and with close supervision; read and follow instructions; write legibly.

Skills in: public contact; oral communication.

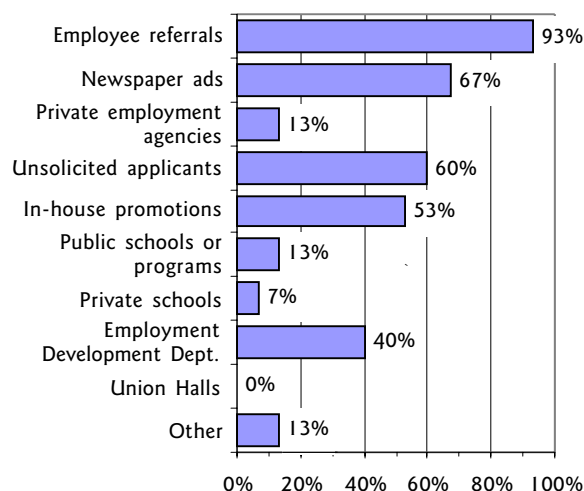
Other: be bondable; possess security guard registration card (Guard Card); possess valid driver's license; possess reliable vehicle; possess clean police record; licensed to carry firearms.

Promotional Opportunities

Of the employers who responded to this question, *most* (73%) promote employees from this occupation to higher level positions. These positions may include district supervisor, head of security, investigator, key investigation, manager and supervisor.

Recruitment Methods

Responding employers reported the following methods used to recruit applicants for this occupation.



Where the Jobs Are

Major Employing Industries:

- Detective, guard, and armored car services
- Crude petroleum and natural gas
- Local government
- Department stores
- Hotels and motels
- Eating places

Available Training

North Kern Vocational Training Center; South High School



Hotel Desk Clerks

OES Code: 538080

19 Employers Responded

117 Jobs Represented

Alternate Titles: Front Desk Clerk, Guest Service Representative, Guest Service Agent, Desk Clerk, Night Audit, Sale Representative, Manager, Hospitality Agent

Description

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

Responding employers reported that employees in this occupation were: male 34% - female 66%.

Wages

Union, Non-Union and Union Undetermined

	<u>Wage Range</u>	<u>Median</u>
New hires/no exp.	\$ 5.75-\$ 7.00	\$ 5.75
New hires/with exp.	\$ 5.75-\$ 8.50	\$ 6.00
Exp./3 +yrs. with firm	\$ 5.75-\$10.50	\$ 7.00

Hours

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 26 hours per week.

Fringe Benefits

	<u>Full-time</u>	<u>Part-time</u>
Medical Insurance	73%	18%
Dental Insurance	73%	18%
Vision Insurance	27%	0%
Life Insurance	64%	18%
Paid Sick Leave	36%	27%
Paid Vacation	100%	27%
Retirement Plan	9%	0%
Child Care	0%	0%

Percentages are based on the number of employers responding to this question.

Employment Forecast

Occupation Size (1998): *Small*

Job Growth Rate: *Much faster than average (24.4%)*

(The projected average growth rate for all occupations in Kern County is 12.8% for the period 1995 through 2002.)

Responding employers reported employment in this occupation during the last year:

<u>Declined</u>	<u>Remained Stable</u>	<u>Grew</u>
11%	68%	21%

Responding employers projected employment in this occupation over the next three years would:

<u>Decline</u>	<u>Remain Stable</u>	<u>Grow</u>
5%	68%	26%

Supply/Demand Assessments

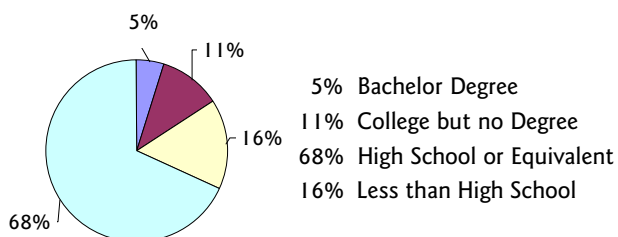
Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Somewhat difficult*

Inexperienced: *Somewhat difficult*

Employer Requirements

Education of recent hires in this occupation:



Percentages are based on the number of employers responding to this question.

Hotel Desk Clerks (continued)

Experience & Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience required	16%	42%	42%	0%
Training as substitute for experience	16%	53%	32%	0%

Percentages are based on the number of employers responding to this question.

Job Qualifications

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: follow billing procedures; write effectively; work under pressure; work independently and with supervision; read and follow instructions; write legibly.

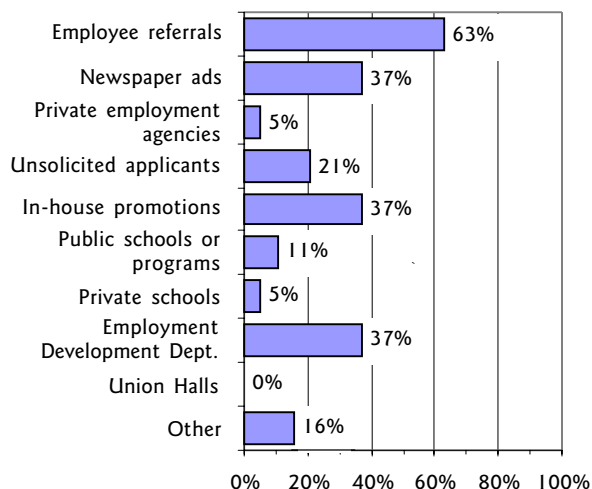
Skills in: record keeping; cash handling; good grooming; public contact; customer service; basic math; oral communication.

Promotional Opportunities

Of the employers who responded to this question, *most* (76%) promote employees from this occupation to higher level positions. These positions may include night auditor, manager, sales administration assistant, front desk manager, assistant manager, supervisor and front office manager.

Recruitment Methods

Responding employers reported the following methods used to recruit applicants for this occupation.



Where the Jobs Are

Major Employing Industry:

- Hotels and motels

Available Training

Kern High School District Regional Occupational Center; Lodging Industry Training Center, Inc.



Janitors and Cleaners - Except Maids and Housekeeping Cleaners

OES Code: 670050

15 Employers Responded

394 Jobs Represented

Alternate Titles: Sanitation, Utility Worker, Maintenance, Custodian, Groundskeeper, Janitor, Routine Controller, or Senior Controller

Description

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Maids and housekeepers are not included.

Responding employers reported that employees in this occupation were: male 86% - female 14%.

Wages

Non-Union and Union Undetermined

	<u>Wage Range</u>	<u>Median</u>
New hires/no exp.	\$ 5.75-\$ 9.00	\$ 6.10
New hires/with exp.	\$ 6.13-\$ 9.00	\$ 6.38
Exp./3+yrs. with firm	\$ 6.20-\$10.40	\$ 8.00

Union

	<u>Wage Range</u>	<u>Median</u>
New hires/no exp.	\$ 9.11-\$10.51	\$10.04
New hires/with exp.	\$ 9.41-\$11.26	\$10.51
Exp./3+yrs. with firm	\$10.30-\$12.90	\$11.12

Of the employers responding, 7 out of 15 reported that employees in this occupation were union members.

Hours

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 18 hours per week.

Fringe Benefits

	<u>Full-time</u>	<u>Part-time</u>
Medical Insurance	83%	0%
Dental Insurance	83%	8%
Vision Insurance	75%	8%
Life Insurance	58%	8%
Paid Sick Leave	75%	25%
Paid Vacation	92%	25%
Retirement Plan	67%	8%
Child Care	0%	0%

Percentages are based on the number of employers responding to this question.

Employment Forecast

Occupation Size (1998): *Very large*

Job Growth Rate: *Much faster than average (19.9%)*

(The projected average growth rate for all occupations in Kern County is 12.8% for the period 1995 through 2002.)

Responding employers reported employment in this occupation during the last year:

<u>Declined</u>	<u>Remained Stable</u>	<u>Grew</u>
13%	60%	27%

Responding employers projected employment in this occupation over the next three years would:

<u>Decline</u>	<u>Remain Stable</u>	<u>Grow</u>
7%	40%	53%

Supply/Demand Assessments

Degree of difficulty responding employers have in finding qualified applicants:

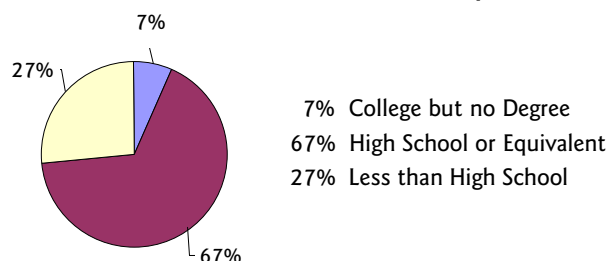
Experienced: *A little difficult*

Inexperienced: *A little difficult*

Janitors and Cleaners - Except Maids and Housekeeping Cleaners (continued)

Employer Requirements

Education of recent hires in this occupation:



Percentages are based on the number of employers responding to this question.

Experience & Other Requirements:

	Never	Sometimes	Usually	Always
Work experience required	47%	33%	13%	7%
Training as substitute for experience	47%	40%	13%	0%

Percentages are based on the number of employers responding to this question.

Job Qualifications

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: operate floor polishing equipment; shampoo carpets; lift at least 100 lbs. repeatedly; work independently and with close supervision; read and follow instructions; write legibly; follow oral instructions.

Skills in: brush painting; lawn and garden care; painting; window washing; pest extermination; ceramic or floor tile repair; carpentry; basic math; oral communication.

Understanding of: cleaning compounds and solutions.

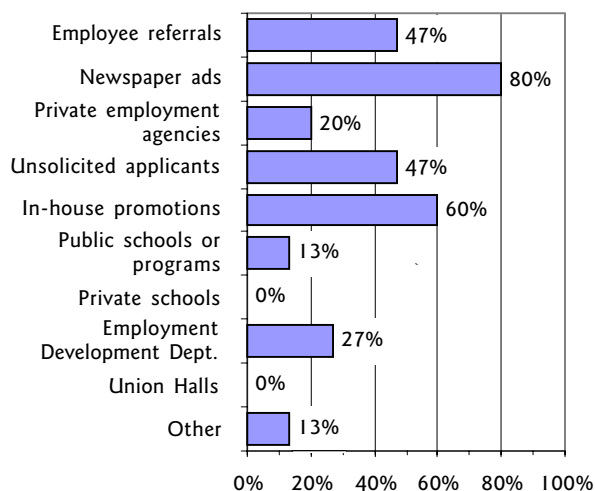
Other: bondable; possession of a reliable vehicle; possess a valid driver's license.

Promotional Opportunities

Of the employers who responded to this question, *many* (60%) promote employees from this occupation to higher level positions. These positions may include foreman, manager, head janitor, supervisor, gardener, grounds maintenance and utility bus driver.

Recruitment Methods

Responding employers reported the following methods used to recruit applicants for this occupation.



Where the Jobs Are

Major Employing Industries:

- Elementary and secondary schools
- Building cleaning and maintenance services, not elsewhere classified
- Eating places
- Religious organizations
- Grocery stores
- Hotels and motels
- Junior colleges and technical institutes

Available Training

Bakersfield Technical College; Kern High School District - Career Resource Division; Lodging Industry Training Center, Inc.; Ruggenberg Career Center



Maids and Housekeeping Cleaners

OES Code: 670020

19 Employers Responded

163 Jobs Represented

Alternate Titles: Room Attendant, Cleaning Specialist, Environmental Services, Supervisor, Staff Housekeeping

Description

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

Responding employers reported that employees in this occupation were: male 21% - female 79%.

Wages

Union, Non-Union, and Union Undetermined

	<u>Wage Range</u>	<u>Median</u>
New hires/no exp.	\$ 5.75 - \$ 6.82	\$ 5.75
New hires/with exp.	\$ 5.75 - \$ 7.12	\$ 5.75
Exp./3+ yrs. with firm	\$ 5.75 - \$ 7.50	\$ 6.50

Hours

Full-time employees in this occupation work an average of 39 hours per week. Part-time employees work an average of 25 hours per week.

Fringe Benefits

	<u>Full-time</u>	<u>Part-time</u>
Medical Insurance	88%	0%
Dental Insurance	88%	0%
Vision Insurance	44%	0%
Life Insurance	75%	6%
Paid Sick Leave	56%	19%
Paid Vacation	94%	19%
Retirement	50%	0%
Child Care	0%	0%

Percentages are based on the number of employers responding to this question.

Employment Forecast

Occupation Size (1998): *Large*

Job Growth Rate: *Much faster than average (19.5%)*

(The projected average growth rate for all occupations in Kern County is 12.8% for the period 1995 through 2002.)

Responding employers reported employment in this occupation during the last year:

<u>Declined</u>	<u>Remained Stable</u>	<u>Grew</u>
11%	63%	26%

Responding employers projected employment in this occupation over the next three years would:

<u>Decline</u>	<u>Remain Stable</u>	<u>Grow</u>
5%	58%	37%

Supply/Demand Assessments

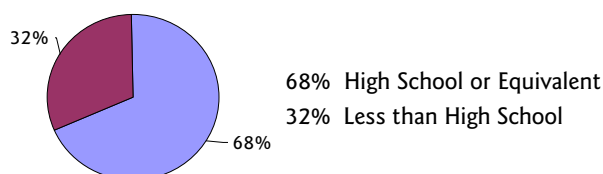
Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *A little difficult*

Inexperienced: *A little difficult*

Employer Requirements

Education of recent hires in this occupation:



Percentages are based on the number of employers responding to this question.

Maids and Housekeeping Cleaners (continued)

Experience & Other Requirements:

	Never	Sometimes	Usually	Always
Work experience required	21%	26%	42%	11%
Training as substitute for experience	26%	26%	32%	16%

Percentages are based on the number of employers responding to this question.

Job Qualifications

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: operate commercial laundry machines; operate commercial vacuum cleaners; administer emergency first aid; stand for prolonged periods; lift at least 50 lbs. repeatedly; work independently or with close supervision; write legibly; follow oral instructions; read and follow instructions.

Understanding of: cleaning compounds and solutions.

Skills in: basic math.

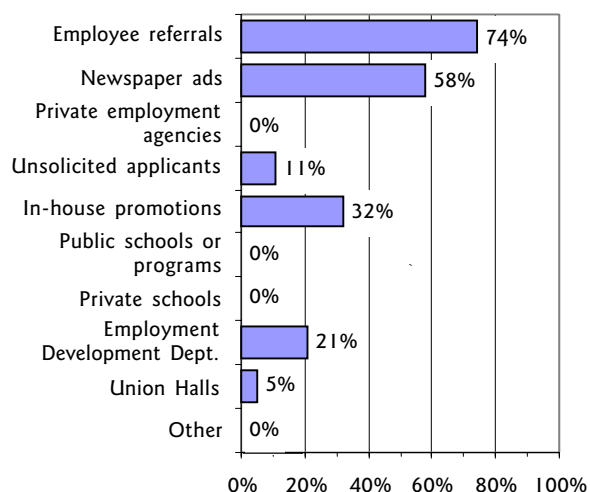
Other: bondable; possession of a reliable vehicle.

Promotional Opportunities

Of the employers who responded to this question, *many* (50%) promote employees from this occupation to higher level positions. These positions may include supervisor, inspector, assistant housekeeper, head housekeeping, assistant supervisor and manager.

Recruitment Method

Responding employers reported the following methods used to recruit applicants for this occupation.



Where the Jobs Are

Major Employing Industries:

- Hotels and motels
- Building cleaning and maintenance services, not elsewhere classified
- General medical and surgical hospitals
- Skilled nursing care facilities
- Residential care

Available Training

Lodging Industry Training Center, Inc.; Kern High School District - Career Resource Division



Network Control Technicians

OES Code: 031262995

16 Employers Responded

30 Jobs Represented

Alternate Titles: Microcomputer Support Technician, Network Systems Engineer, Network Systems Analyst, Network Services Technician, Programmer Analyst, Computer Support Technician, Systems Administrator, Computer Systems Coordinator, Management Information Specialist, Network Administrator

Description

Network Control Technicians assist in the set-up, testing, and troubleshooting of Local Area Networks (LANs) and Wide Area Networks (WANs). Network Control Technicians work closely with LAN Managers and also repair and replace systems as necessary.

Responding employers reported that employees in this occupation were: male 80% - female 20%.

Wages

Union, Non-Union and Union Undetermined

	<u>Wage Range</u>	<u>Median</u>
New hires/no. exp.	\$ 8.00-\$17.68	\$10.00
New hires/with exp.	\$ 8.87-\$20.81	\$12.00
Exp./3+yrs. with firm	\$10.55-\$31.17	\$15.89

Hours

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 28 hours per week.

Fringe Benefits

	<u>Full-time</u>	<u>Part-time</u>
Medical Insurance	100%	6%
Dental Insurance	100%	6%
Vision Insurance	69%	6%
Life Insurance	88%	6%
Paid Sick Leave	94%	6%
Paid Vacation	100%	6%
Retirement Plan	81%	6%
Child Care	13%	6%

Percentages are based on the number of employers responding to this question.

Employment Forecast

Occupation Size (1998): *No data available*

Job Growth Rate: *No data available*

(The projected average growth rate for all occupations in Kern County is 12.8% for the period 1995 through 2002.)

Responding employers reported employment in this occupation during the last year:

<u>Declined</u>	<u>Remained Stable</u>	<u>Grew</u>
7%	33%	60%

Responding employers projected employment in this occupation over the next three years would:

<u>Decline</u>	<u>Remain Stable</u>	<u>Grow</u>
6%	69%	25%

Supply/Demand Assessments

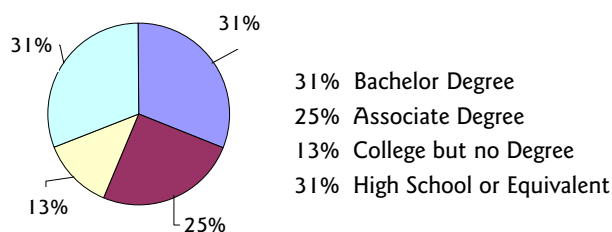
Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *A little difficult*

Inexperienced: *Somewhat difficult*

Employer Requirements

Education of recent hires in this occupation:



Percentages are based on the number of employers responding to this question.

Network Control Technicians (continued)

Experience & Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience required	0%	0%	38%	63%
Training as substitute for experience	0%	88%	6%	6%

Percentages are based on the number of employers responding to this question.

Job Qualifications

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: plan and organize training programs; use operating manuals; analyze data to solve problems; conduct training programs; troubleshoot; evaluate customer's needs; communicate technical information to non-technical staff; coordinate multiple activities; work independently and with close supervision; read and follow instructions; write legibly and effectively.

Skills in: basic math; oral communication.

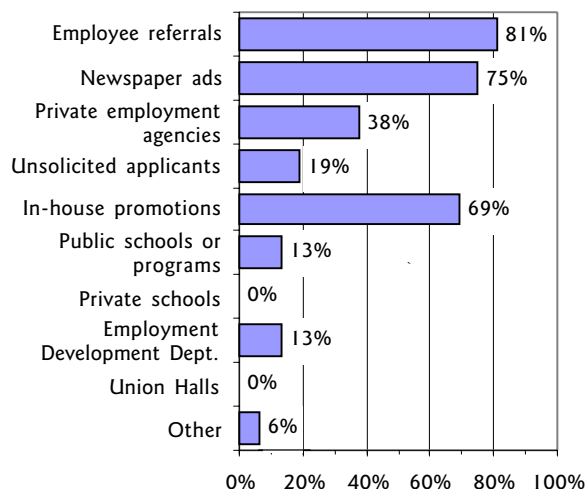
Knowledge of: microcomputer hardware and operating systems; wide area networks (WANs); local area networks (LANs); software applications.

Promotional Opportunities

Of the employers who responded to this question, *many* (56%) promote employees from this occupation to higher level positions. These positions may include analyst, supervisor, manager, higher level analyst and administrator.

Recruitment Methods

Responding employers reported the following methods used to recruit applicants for this occupation.



Where the Jobs Are

Major Employing Industries:

- General medical and surgical hospitals
- Oil and gas related companies
- Computer related services
- Food and kindred products

Available Training

Bakersfield College; New Horizons Computer Learning Center



Operating Engineers

OES Code: 979560

16 Employers Responded

182 Jobs Represented

Alternate Titles: Backhoe Operator, HDR Welder, Equipment Oiler, Operator-Heavy Equipment, Bobcat Operator, Garbage Truck Driver, Plant Utility Person III

Description

Operating Engineers operate several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders to excavate, move and grade earth, erect structures, or pour concrete or other hard surface paving. They may repair and maintain equipment in addition to other duties. Workers who specialize in the operation of a single type of heavy equipment such as a bulldozer or crane are not included.

Responding employers reported that employees in this occupation were: male 94% - female 6%.

Wages

Non-Union and Union Undetermined

	<u>Wage Range</u>	<u>Median</u>
New hires/no exp.	\$ 6.50-\$15.00	\$ 8.00
New hires/with exp.	\$ 7.00-\$18.00	\$12.00
Exp./3+yrs. with firm	\$10.00-\$21.58	\$15.17

Union

New hires/no exp.	\$11.99-\$18.48	\$15.44
New hires/with exp.	\$18.48-\$20.47	\$20.30
Exp./3+yrs. with firm	\$18.48-\$25.84	\$22.99

Of the employers responding, 4 out of 16 reported that employees in this occupation were union members.

Hours

Full-time employees in this occupation work an average of 41 hours per week. Part-time employees work an average of 24 hours per week.

Fringe Benefits

	<u>Full-time</u>	<u>Part-time</u>
Medical Insurance	93%	0%
Dental Insurance	71%	0%
Vision Insurance	43%	0%
Life Insurance	29%	0%
Paid Sick Leave	21%	0%
Paid Vacation	79%	0%
Retirement Plan	43%	0%
Child Care	0%	0%

Percentages are based on the number of employers responding to this question.

Employment Forecast

Occupation Size (1998): *Medium*

Job Growth Rate: *Much faster than average* (24.3%)

(The projected average growth rate for all occupations in Kern County is 12.8% for the period 1995 through 2002.)

Responding employers reported employment in this occupation during the last year:

<u>Declined</u>	<u>Remained Stable</u>	<u>Grew</u>
0%	56%	44%

Responding employers projected employment in this occupation over the next three years would:

<u>Decline</u>	<u>Remain Stable</u>	<u>Grow</u>
6%	63%	31%

Supply/Demand Assessments

Degree of difficulty responding employers have in finding qualified applicants:

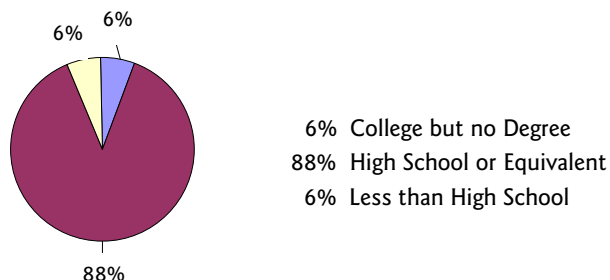
Experienced: *Somewhat difficult*

Inexperienced: *Somewhat difficult*

Operating Engineers (continued)

Employer Requirements

Education of recent hires in this occupation:



Percentages are based on the number of employers responding to this question.

Experience & Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience required	0%	13%	31%	56%
Training for substitute for experience	0%	81%	0%	19%

Percentages are based on the number of employers responding to this question.

Job Qualifications

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: read working drawings; read blueprints; follow safe equipment operating practices; lift 50 lbs. repeatedly; write legibly; work independently and with close supervision; read and follow instructions.

Skills in: automotive maintenance and minor repairs; basic math; oral communications; basic construction.

Certification: for special construction equipment.

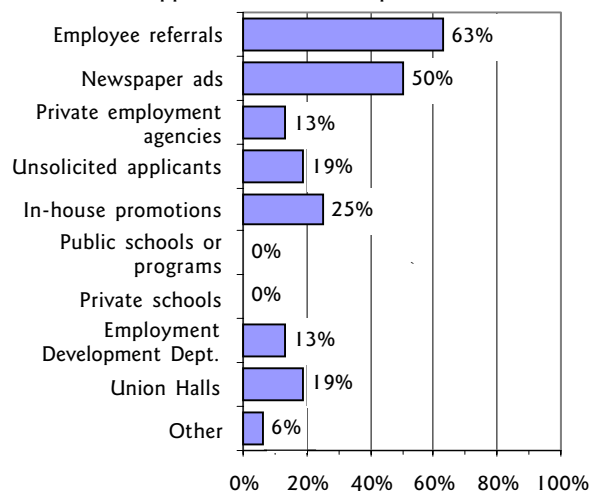
Other: possess good DMV record; pass a pre-employment medical exam; possess a mechanical aptitude.

Promotional Opportunities

Of the employers who responded to this question, *most* (60%) promote employees from this position to higher level positions. These positions may include supervisor, foreman, driver, route foreman, operating foreman and shift boss.

Recruitment Methods

Responding employers reported the following methods used to recruit applicants for this occupation.



Where the Jobs Are

Major Employing Industries:

- Water, sewer, pipeline, and communication and power line
- Heavy construction, not elsewhere classified
- Oil and gas field services, not elsewhere classified
- Excavation work
- Highway and street construction, except elevated highways
- Local government

Available Training

Bakersfield College



Registered Nurses

OES Code: 325020

17 Employers Responded

756 Jobs Represented

Alternate Titles: Administrative Clinic Nurse, RN I, II, III, RN Supervisor, Residential Care Coordinator, Charge Nurse, Director of Nursing

Description

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Individuals whose primary duties are instructing and teaching are not included.

Responding employers reported that employees in this occupation were: male 6% - female 94%.

Wages

Union, Non-Union and Union Undetermined

	<u>Wage Range</u>	<u>Median</u>
New hires/no exp.	\$14.10-\$17.50	\$16.00
New hires/with exp.	\$14.00-\$20.00	\$17.01
Exp./3+yrs. with firm	\$16.50-\$23.00	\$20.00

Hours

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 33 hours per week.

Fringe Benefits

	<u>Full-time</u>	<u>Part-time</u>
Medical Insurance	100%	18%
Dental Insurance	76%	18%
Vision Insurance	47%	12%
Life Insurance	71%	18%
Paid Sick Leave	82%	29%
Paid Vacation	94%	29%
Retirement Plan	59%	12%
Child Care	6%	6%

Percentages are based on the number of employers responding to this question.

Employment Forecast

Occupation Size (1998): *Very large*

Growth Rate: *Much faster than average* (20.1%)

(The projected average growth rate for all occupations in Kern County is 12.8% for the period 1995 through 2002.)

Responding employers reported employment in this occupation during the last year:

<u>Declined</u>	<u>Remained Stable</u>	<u>Grew</u>
24%	47%	29%

Responding employers projected employment in this occupation over the next three years would:

<u>Decline</u>	<u>Remain Stable</u>	<u>Grow</u>
13%	69%	19%

Supply/Demand Assessments

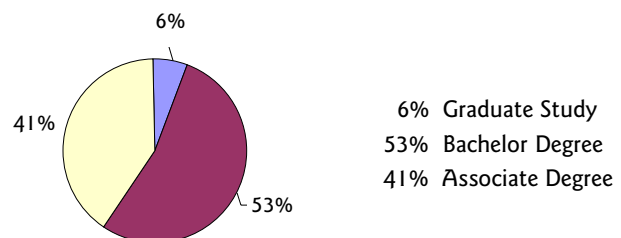
Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Somewhat difficult*

Inexperienced: *A little difficult*

Employer Requirements

Education of recent hires in this occupation:



Percentages are based on the number of employers responding to this question.

Registered Nurses (continued)

Experience & Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience required	0%	12%	29%	59%
Training as substitute for experience	12%	65%	18%	6%

Percentages are based on the number of employers responding to this question.

Job Qualifications

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: complete and explain insurance forms; plan and organize the work of others; provide personal services to patients; administer an electro-cardiograph (EKG) test; apply transferring techniques moving patients; write effectively and legibly; work independently or with close supervision; work under pressure; read and follow instructions.

Skills in: record keeping; intensive care treatment; public contact; basic math; and oral communication.

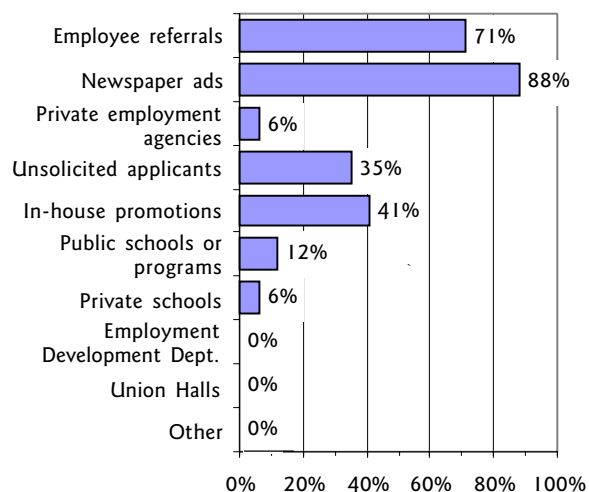
Licensed by: the State Board of Registered Nursing.

Promotional Opportunities

Of the employers who responded to this question, *most* (63%) promote employees from this occupation to higher level positions. These positions may include head nurse, nurse manager, RN supervisor, shift leader, department manager, shift nurse, clinical supervisor and RN unit director.

Recruitment Methods

Responding employers reported the following methods used to recruit applicants for this occupation.



Where the Jobs Are

Major Employing Industries:

- General medical and surgical hospitals
- Offices and clinics of doctors of medicine
- Home health care services

Available Training

Bakersfield College; California State University, Bakersfield



Salespersons - Retail (Except Vehicle Sales)

OES Code: 490112

15 Employers Responded

574 Jobs Represented

Alternate Titles: Sales Associate, Customer Service Representative, Cashier, Floor Sales, Sales Clerk, Associate Floor Stocker, Retail Cashier, Stocker Assistant

Description

Retail Salespersons sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Workers who work primarily as cashiers are not included.

Responding employers reported that employees in this occupation were: male 31% - female 69%.

Wages

Union, Non-Union and Union Undetermined

	<u>Wage Range</u>	<u>Median</u>
New hires/no exp.	\$ 5.75-\$ 6.35	\$ 5.75
New hires/with exp.	\$ 5.75-\$ 6.80	\$ 6.20
Exp./3+ yrs. with firm	\$ 6.25-\$ 9.50	\$ 7.25

Depending on the employer and industry, employees in this occupation may also receive sales commissions.

Hours

Full-time employees in this occupation work an average of 39 hours per week. Part-time employees work an average of 23 hours per week.

Fringe Benefits

	<u>Full-time</u>	<u>Part-time</u>
Medical Insurance	86%	14%
Dental Insurance	86%	14%
Vision Insurance	71%	7%
Life Insurance	71%	14%
Paid Sick Leave	64%	14%
Paid Vacation	86%	14%
Retirement Plan	64%	36%
Child Care	7%	0%

Percentages are based on the number of employers responding to this question.

Employment Forecast

Occupation Size (1998): *Very Large*

Job Growth Rate: *Average* (12.2%)

(The projected average growth rate for all occupations in Kern County is 12.8% for the period 1995 through 2002.)

Responding employers reported employment in this occupation during the last year:

<u>Declined</u>	<u>Remained Stable</u>	<u>Grew</u>
13%	40%	47%

Responding employers projected employment in this occupation over the next three years would:

<u>Decline</u>	<u>Remain Stable</u>	<u>Grow</u>
0%	60%	40%

Supply/Demand Assessments

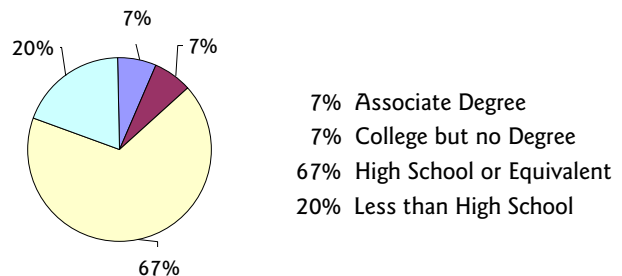
Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Somewhat difficult*

Inexperienced: *A little difficult*

Employer Requirements

Education of recent hires in this occupation:



Percentages are based on the number of employers responding to this question.

Salespersons - Retail (Except Vehicle Sales) (continued)

Experience & Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience required	33%	40%	27%	0%
Training as substitute for experience	33%	33%	33%	0%

Percentages are based on the number of employers responding to this question.

Job Qualifications

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: apply sales techniques; make change; operate a cash register; write effectively; write legibly; stand continuously for two or more hours; lift at least 50 lbs. repeatedly; work independently or with close supervision; read and follow instructions.

Skills in: good grooming; customer service; basic math; oral communication.

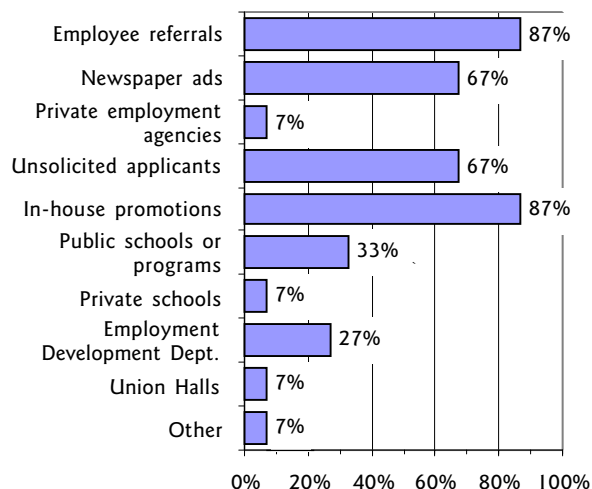
Understanding of: inventory techniques.

Promotional Opportunities

Of the employers who responded to this question, *almost all* (87%) promote employees from this occupation to higher level positions. These positions may include group merchandiser, buyer, product manager, assistant manager, manager, team relations supervisor and department manager.

Recruitment Methods

Responding employers reported the following methods used to recruit applicants for this occupation.



Where the Jobs Are

Major Employing Industries:

- Department stores
- Eating places
- Grocery stores
- Lumber and other building materials dealers
- Women's clothing stores
- Family clothing stores
- Shoe stores
- Drug stores and proprietary stores
- Miscellaneous general merchandise stores
- Sporting goods stores and bicycle shops
- Miscellaneous retail stores, not elsewhere classified
- Jewelry stores
- Furniture stores
- Hardware stores
- Gift, novelty, and souvenir shops

Available Training

Bakersfield College; Kern County Regional Occupational Program; Kern High School Regional Occupational Center; Mojave High School; Proteus, Inc.; Ruggenberg Career Center; West Side Regional Occupational Program



Secretaries, Except Legal and Medical

OES Code: 551080

16 Employers Responded

248 Jobs Represented

Alternate Titles: Secretary Receptionist, Data Entry Receptionist, Payroll Clerk, Accounts Payable, Clerical Technician, Receptionist, Executive Secretary, Clerk, Secretary I

Description

Secretaries, except Legal and Medical, relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Medical and Legal Secretaries are not included.

Responding employers reported that employees in this occupation were: male 3% - female 97%.

Wages

Union, Non-Union and Union Undetermined

	<u>Wage Range</u>	<u>Median</u>
New hires/no exp.	\$ 5.75-\$14.98	\$ 8.00
New hires/with exp.	\$ 7.00-\$16.52	\$ 9.14
Exp./3+yrs. with firm	\$ 8.00-\$18.04	\$10.62

Hours

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 19 hours per week.

Fringe Benefits

	<u>Full-time</u>	<u>Part-time</u>
Medical Insurance	100%	0%
Dental Insurance	100%	0%
Vision Insurance	71%	0%
Life Insurance	64%	0%
Paid Sick Leave	86%	14%
Paid Vacation	93%	14%
Retirement Plan	86%	7%
Child Care	7%	0%

Percentages are based on the number of employers responding to this question.

Employment Forecast

Occupation Size (1998): *Very large*

Job Growth Rate: *Slower than average* (11.0%)

(The projected average growth rate for all occupations in Kern County is 12.8% for the period 1995 through 2002.)

Responding employers reported employment in this occupation during the last year:

<u>Declined</u>	<u>Remained Stable</u>	<u>Grew</u>
0%	75%	25%

Responding employers projected employment in this occupation over the next three years would:

<u>Decline</u>	<u>Remain Stable</u>	<u>Grow</u>
13%	69%	19%

Supply/Demand Assessments

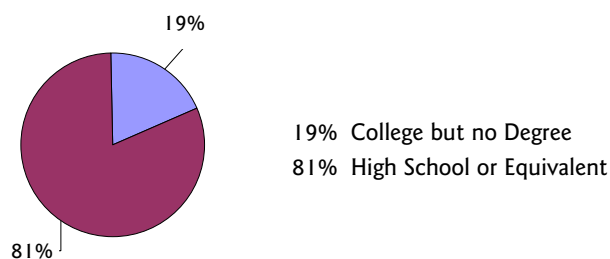
Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *A little difficult*

Inexperienced: *A little difficult*

Employer Requirements

Education of recent hires in this occupation:



Percentages are based on the number of employers responding to this question.

Secretaries, Except Legal and Medical (continued)

Experience & Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience required	6%	25%	31%	38%
Training as substitute for experience	6%	75%	13%	6%

Percentages are based on the number of employers responding to this question.

Job Qualifications

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: operate a transcribing machine; follow billing procedures; use spreadsheet software; use word processing software; write effectively; write legibly; maintain an appointment calendar; take dictation at 100 words per minute; type at least 60 words per minute; work independently or with close supervision; read and follow instructions.

Skills in: alphabetic and numeric filing; proofreading; English grammar, spelling and punctuation; telephone answering; basic math and oral communication.

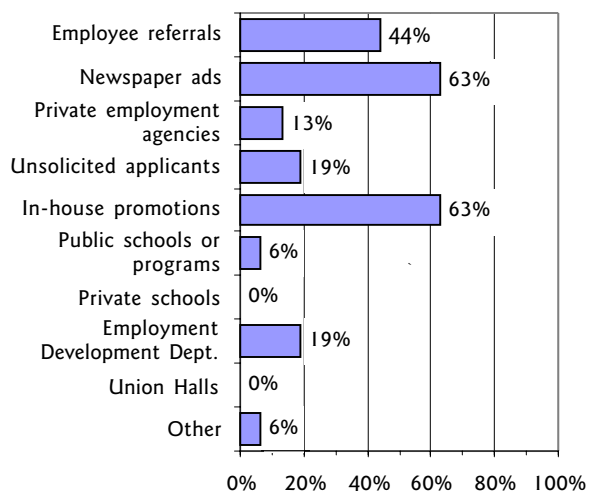
Knowledge of: microcomputer hardware and operating systems.

Promotional Opportunities

Of the employers who responded to this question, *most* (71%) promote employees from this occupation to higher level positions. These positions may include manager, administration assistant, sales, supervisor, executive secretary, administration secretary and secretary I.

Recruitment Methods

Responding employers reported the following methods used to recruit applicants for this occupation.



Where the Jobs Are

Major Employing Industries:

- Elementary and secondary schools
- Federal government
- Local government
- Crude petroleum and natural gas
- Help supply services
- Religious organizations
- Accounting, auditing, and bookkeeping services
- Junior colleges and technical institutes

Available Training

Bakersfield Adult School; Bakersfield College; Cerro Coso Community College; Delano Adult School; Kern County Regional Occupation Program; Kern High School District Regional Occupational Center; McFarland Learning Center; North Kern Vocational Training Center; Santa Barbara Business College; San Joaquin Valley College, Inc.; Taft College; West Side Regional Occupational Program



Teachers - Secondary School

OES Code: 313080

9 Employers Responded

1761 Jobs Represented

Alternate Titles: Area Chair Teacher

Description

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Vocational high school teachers are included. Special education teachers who teach only students with disabilities are not included.

Responding employers reported that employees in this occupation were: male 54% - female 46%.

Wages

Non-Union and Union Undetermined

	<u>Wage Range</u>	<u>Median</u>
New hires/no exp.	\$11.19-\$18.21	\$14.70
New hires/with exp.	\$11.41-\$18.92	\$13.92
Exp./3+ yrs. with firm	\$12.57-\$19.63	\$17.46

Union

New hires/no exp.	\$12.95-\$18.93	\$16.69
New hires/with exp.	\$14.52-\$24.63	\$18.10
Exp./3+ yrs. with firm	\$16.08-\$28.93	\$20.93

Of the employers who responded, 6 out of 9 reported that employees in this occupation were union members.

Hours

Full-time employees in this occupation work an average of 36 hours per week. Part-time employees work an average of 24 hours per week.

Fringe Benefits

	<u>Full-time</u>	<u>Part-time</u>
Medical Insurance	100%	22%
Dental Insurance	89%	22%
Vision Insurance	89%	22%
Life Insurance	56%	11%
Paid Sick Leave	100%	11%
Paid Vacation	44%	11%
Retirement Plan	89%	22%
Child Care	11%	11%

Percentages are based on the number of employers responding to this question.

Employment Forecast

Occupation Size (1998): *Very large*

Job Growth Rate: *Much faster than average (27.7%)*

(The projected average growth rate for all occupations in Kern County is 12.8% for the period 1995 through 2002.)

Responding employers reported employment in this occupation during the last year:

<u>Declined</u>	<u>Remained Stable</u>	<u>Grew</u>
0%	22%	78%

Responding employers projected employment in this occupation over the next three years would:

<u>Decline</u>	<u>Remain Stable</u>	<u>Grow</u>
0%	44%	56%

Supply/Demand Assessments

Degree of difficulty responding employers have in finding qualified applicants:

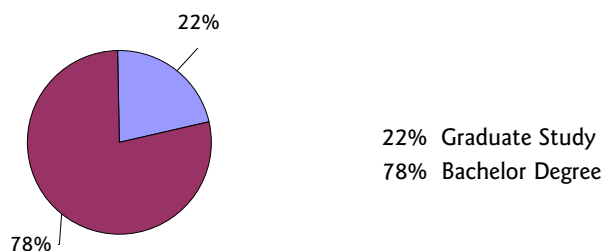
Experienced: *Somewhat difficult*

Inexperienced: *Somewhat difficult*

Teachers - Secondary School (continued)

Employer Requirements

Education of recent hires in this occupation:



Percentages are based on the number of employers responding to this question.

Experience & Other Requirements:

	Never	Sometimes	Usually	Always
Work experience required	22%	33%	33%	11%
Training as substitute for experience	0%	56%	33%	11%

Percentages are based on the number of employers responding to this question.

Job Qualifications

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: administer emergency first aid; perform advanced mathematical computations; write effectively; work independently or under close supervision; work under pressure; exercise patience; read and follow instructions; write legibly.

Skills in: audiovisual teaching; supervising; classroom management; record keeping; problem solving; public contact; basic math; oral communication.

Understanding of: a variety of cultures.

Certificates: State teacher's certificate.

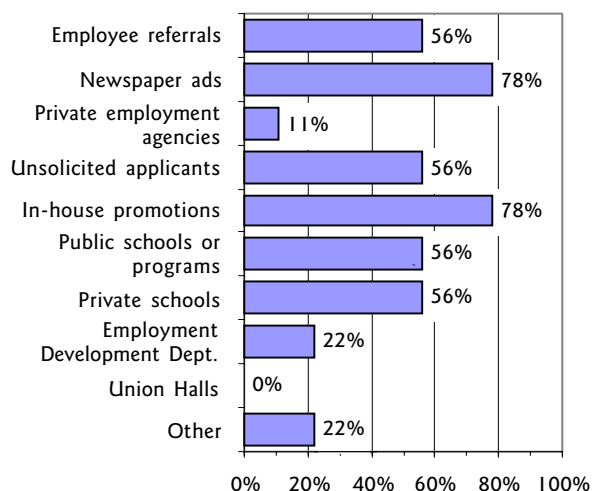
Other: possess clean police record.

Promotional Opportunities

Of the employers who responded to this question, *all* (100%) promote employees from this occupation to higher level positions. These positions may include administrative positions, counseling, management, vice president and vice principal.

Recruitment Methods

Responding employers reported the following methods used to recruit applicants for this occupation.



Where the Jobs Are

Major Employing Industry:

- Elementary and secondary schools

Available Training

California State University, Bakersfield; Point Loma Nazarene University; University of LaVerne



Truck Drivers, Light - Include Delivery and Route Workers

OES Code: 971050

15 Employers Responded

53 Jobs Represented

Alternate Titles: Warehouse Delivery, Driver Supervisor, Delivery Driver, Customer Service Driver, Shuttle Driver

Description

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under three tons. They deliver or pick up merchandise and may load and unload trucks. Workers whose duties include sales are not included.

Responding employers reported that employees in this occupation were: male 77% - female 23%.

Wages

Union, Non-Union and Union Determined

	<u>Wage Range</u>	<u>Median</u>
New hires/no exp.	\$ 5.75-\$ 8.00	\$ 6.25
New hires/with exp.	\$ 5.75-\$ 9.50	\$ 6.50
Exp./3+ yrs. with firm	\$ 5.75-\$10.52	\$ 8.00

Hours

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 22 hours per week.

Fringe Benefits

	<u>Full-time</u>	<u>Part-time</u>
Medical Insurance	92%	0%
Dental Insurance	54%	0%
Vision Insurance	31%	0%
Life Insurance	46%	0%
Paid Sick Leave	54%	0%
Paid Vacation	100%	0%
Retirement Plan	46%	0%
Child Care	8%	0%

Percentages are based on the number of employers responding to this question.

Employment Forecast

Occupation Size (1998): *Very large*

Job Growth Rate: *Faster than average (18.4%)*

(The projected average growth rate for all occupations in Kern County is 12.8% for the period 1995 through 2002.)

Responding employers reported employment in this occupation during the last year:

<u>Declined</u>	<u>Remained Stable</u>	<u>Grew</u>
0%	60%	40%

Responding employers projected employment in this occupation over the next three years would:

<u>Decline</u>	<u>Remain Stable</u>	<u>Grow</u>
0%	53%	47%

Supply/Demand Assessments

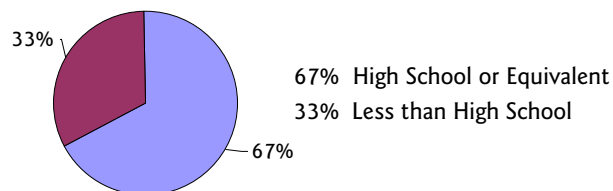
Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Somewhat difficult*

Inexperienced: *Somewhat difficult*

Employer Requirements

Education of recent hires in this occupation:



Percentages are based on the number of employers responding to this question.

Truck Drivers, Light - Include Delivery and Route Workers (continued)

Experience & Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience required	33%	33%	33%	0%
Training as substitute for experience	27%	47%	27%	0%

Percentages are based on the number of employers responding to this question.

Job Qualifications

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: operate a fork lift; read invoices; load and unload freight; lift at least 75 lbs. repeatedly; work independently; read and follow instructions; write legibly.

Skills in: record keeping; map reading; basic math; oral communication.

Knowledge of: local streets.

License: valid class A and B driver's licenses.

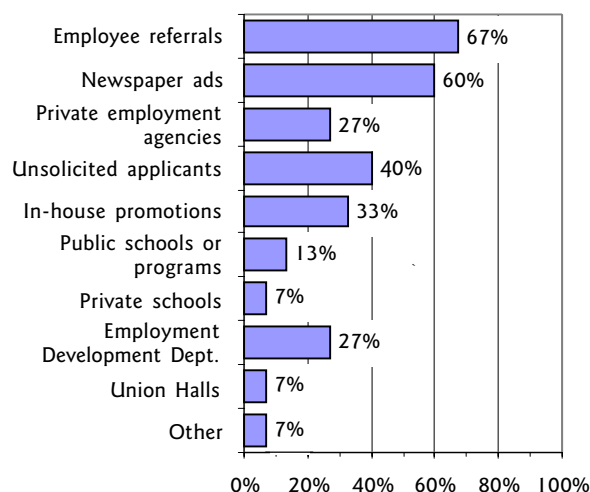
Other: clean DMV driving record; pass a pre-employment medical examination.

Promotional Opportunities

Of the employers responding to this question, *almost all* (93%) promote employees from this occupation to higher level positions. These positions may include route supervisor, supervisor, shipping clerk, inside sales, service supervisor, inside deli worker, warehouse position, warehouse manager and department supervisor.

Recruitment Methods

Responding employers reported the following methods used to recruit applicants for this occupation.



Where the Jobs Are

Major Employing Industries:

- Local trucking without storage
- Courier services, except by air
- Automotive services, except repair and carwashes
- Motor vehicle dealers (new and used)
- Motor vehicle suppliers and new parts
- Furniture stores
- Equipment rental and leasing, not elsewhere classified
- Eating places
- Air courier services
- Lumber and other building materials dealers
- Newspapers: publishing, or publishing and printing
- Auto and home supply stores

Available Training

Our research indicates that no formal training is available in Kern County for this occupation.



Waiters and Waitresses

OES Code: 650080

18 Employers Responded

402 Jobs Represented

Alternate Titles: Wait Person, Server, Sales Staff, Food Server

Description

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Individuals whose primary duty is to provide counter help only are not included.

Responding employers reported that employees in this occupation were: male 26% - female 74%.

Wages

Union, Non-Union and Union Undetermined

	<u>Wage Range</u>	<u>Median</u>
New hires/no exp.	\$*4.90-\$ 5.80	\$ 5.75
New hires/with exp.	\$ 5.75-\$ 6.25	\$ 5.75
Exp./3+yrs. with firm	\$ 5.75-\$ 7.88	\$ 5.75

Employers reported tips were received by employees in this occupation.

*Under certain circumstances specified by the state Department of Industrial Relations, some employees in this occupation may be paid less than minimum wage for a limited time.

Hours

Full-time employees in this occupation work an average of 39 hours per week. Part-time employees work an average of 22 hours per week.

Fringe Benefits

	<u>Full-time</u>	<u>Part-time</u>
Medical Insurance	67%	33%
Dental Insurance	58%	17%
Vision Insurance	17%	0%
Life Insurance	25%	17%
Paid Sick Leave	33%	17%
Paid Vacation	75%	17%
Retirement Plan	25%	8%
Child Care	0%	0%

Percentages are based on the number of employers responding to this question.

Employment Forecast

Occupation Size (1998): *Very large*

Job Growth Rate: *Much faster than average (34.6%)*

(The projected average growth rate for all occupations in Kern County is 12.8% for the period 1995 through 2002.)

Responding employers reported employment in this occupation during the last year:

<u>Declined</u>	<u>Remained Stable</u>	<u>Grew</u>
6%	47%	47%

Responding employers projected employment in this occupation over the next three years would:

<u>Decline</u>	<u>Remain Stable</u>	<u>Grow</u>
0%	59%	41%

Supply/Demand Assessments

Degree of difficulty responding employers have in finding qualified applicants:

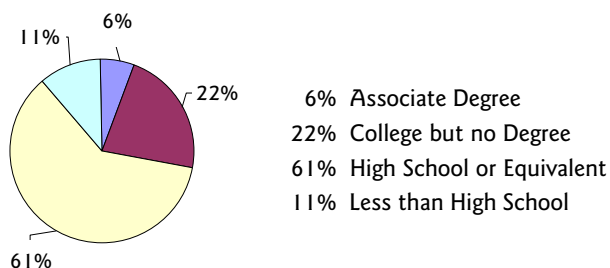
Experienced: *A little difficult*

Inexperienced: *A little difficult*

Waiters and Waitresses (continued)

Employer Requirements

Education of recent hires in this occupation:



Percentages are based on the number of employers responding to this question.

Experience & Other Requirements:

	Never	Sometimes	Usually	Always
Work experience required	22%	22%	33%	22%
Training as a substitute for experience	33%	61%	0%	6%

Percentages are based on the number of employers responding to this question.

Job Qualifications

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: operate a cash register; stand continuous for two or more hours; lift at least 30 lbs. repeatedly; work independently and with close supervision; work under pressure; follow oral instructions; read and follow instructions; write legibly.

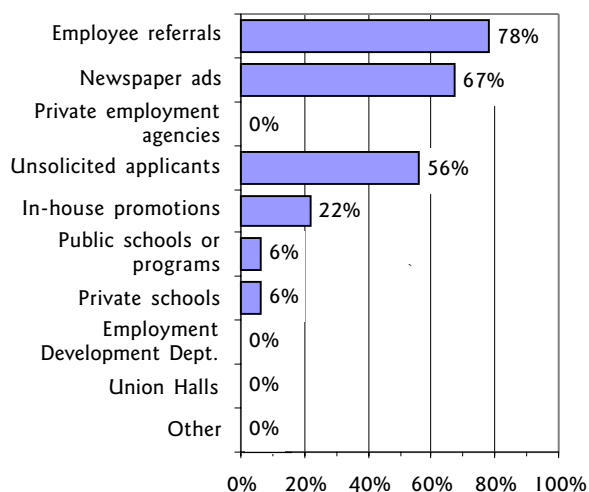
Skills in: cash handling; good grooming; customer service; basic math; oral communication.

Promotional Opportunities

Of the employers who responded to this question, *almost all* (89%) promote employees from this occupation to higher level positions. These positions may include assistant manager or manager, certified trainer, supervisor, shift supervisor, bartender, head waiter/waitress, dining room manager and manager.

Recruitment Methods

Responding employers reported the following methods used to recruit applicants for this occupation.



Where the Jobs Are

Major Employing Industries:

- Eating places
- Hotels and motels

Available Training

Kern County Regional Occupational Program;
Lodging Industry Training Center, Inc.; Westside
Regional Occupational Program



Occupational Recap of 1998 Kern County Labor Market Study

Occupation	Size of Occupation	Job Growth Rate Compared to average growth rate for all occupations in Kern County	Supply/Demand Assessment Degree of difficulty employers have in finding qualified applicants	Median Hourly Wages New hires, no experience New hires, with experience 3 yrs. experience with firm
Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers	Very large	Slower than average	Experienced: Some Inexperienced: Some	\$ 7.34 \$ 9.10 \$10.65
Bus and Truck, Mechanics and Diesel Engine Specialists	Medium	Much faster than average	Experienced: Some Inexperienced: Some	\$ 8.00 \$10.00 \$14.00
Computer Programmers, Including Aides	Medium	Much faster than average	Experienced: Some Inexperienced: Some	\$15.34 \$19.18 \$22.61
Dental Assistants	Medium	Much faster than average	Experienced: Some Inexperienced: Some	\$ 7.25 \$10.00 \$12.00
Electricians	Large	Average	Experienced: Some Inexperienced: Some	\$ 7.00 \$13.50 \$16.50
Food Preparation Workers	Very large	Much faster than average	Experienced: A little Inexperienced: A little	\$ 5.78 \$ 6.50 \$ 7.50
Guards and Watch Guards	Very large	Much faster than average	Experienced: Some Inexperienced: Some	\$ 5.95 \$ 6.25 \$ 7.00
Hotel Desk Clerks	Small	Much faster than average	Experienced: Some Inexperienced: Some	\$ 5.75 \$ 6.00 \$ 7.00
Janitors and Cleaners - Except Maids and Housekeeping Cleaners	Very large	Much faster than average	Experienced: A little Inexperienced: A little	\$ 6.10 \$ 6.38 \$ 8.00
Maids and Housekeeping Cleaners	Large	Much faster than average	Experienced: A little Inexperienced: A little	\$ 5.75 \$ 5.75 \$ 6.50
Network Control Technicians	No data available	No data available	Experienced: A little Inexperienced: Some	\$10.00 \$12.00 \$15.89

Occupational Recap of 1998 Kern County Labor Market Study (continued)

Occupation	Size of Occupation	Job Growth Rate Compared to average growth rate for all occupations in Kern County	Supply/Demand Assessment Degree of difficulty employers have in finding qualified applicants	Median Hourly Wages New hires, no experience New hires, with experience 3 yrs. experience with firm
Operating Engineers	Medium	Much faster than average	Experienced: Some Inexperienced: Some	\$ 8.00 \$12.00 \$15.17
Registered Nurses	Very large	Much faster than average	Experienced: Some Inexperienced: A little	\$16.00 \$17.01 \$20.00
Salespersons - Retail (Except Vehicle Sales)	Very large	Average	Experienced: Some Inexperienced: A little	\$ 5.75 \$ 6.20 \$ 7.25
Secretaries, Except Legal and Medical	Very large	Slower than average	Experienced: A little Inexperienced: A little	\$ 8.00 \$ 9.14 \$10.62
Teachers - Secondary School	Very large	Much faster than average	Experienced: Some Inexperienced: Some	\$14.70 \$13.92 \$17.46
Truck Drivers, Light - Include Delivery and Route Workers	Very large	Faster than average	Experienced: Some Inexperienced: Some	\$ 6.25 \$ 6.50 \$ 8.00
Waiters and Waitresses	Very large	Much faster than average	Experienced: A little Inexperienced: A little	\$ 5.75 \$ 5.75 \$ 5.75

Occupational Summaries

Inyo and Mono Counties

Amusement and Recreation Attendants
Food Preparation Workers
Hotel Desk Clerks
Medical Assistants
Paving, Surfacing, and Tamping Equipment Operators
Property and Real Estate Managers and Administrators

Amusement and Recreation Attendants

OES Code: 680140

14 Employers Responded

72 Jobs Represented

Alternate Titles: Starter, Ski Center Clerk, Equipment Rental and Sales, Sales Technician, Snowmobile Attendant, Boat Rental Attendant, Recreation Attendant, Bicycle Attendant, Phone Reservation Technician, Desk Clerk

Description

Amusement and Recreation Attendants perform a variety of duties at amusement or recreation facilities. They schedule the use of recreation facilities and allocate equipment to participants of sporting events or recreational pursuits, collect fees for games played, set pins, prepare billiard tables, provide caddying and other services for golfers and operate carnival rides and amusement concessions.

Responding employers reported that employees in this occupation were: male 71% - female 29%.

Wages

Union, Non-Union and Union Undetermined

	<u>Wage Range</u>	<u>Median</u>
New hires/no exp.	\$ 5.75-\$ 8.44	\$ 6.38
New hires with exp.	\$ 5.75-\$ 8.50	\$ 7.00
Exp./3+ yrs. with firm	\$ 6.25-\$10.25	\$ 8.00

Hours

Full-time employees in this occupation work an average of 38 hours per week. Part-time employees work an average of 19 hours per week.

Fringe Benefits

	<u>Full-time</u>	<u>Part-time</u>
Medical Insurance	100%	50%
Dental Insurance	50%	50%
Vision Insurance	0%	0%
Life Insurance	50%	0%
Paid Sick Leave	50%	50%
Paid Vacation	50%	50%
Retirement Plan	50%	0%
Child Care	0%	0%

Percentages are based on the number of employers responding to this question.

Employment Forecast

Occupation Size (1998): *Large*

Job Growth Rate: *Slower than average (4.0%)*

(The projected average growth rate for all occupations in Inyo and Mono Counties is 5.6% for the period 1995 through 2002.)

Responding employers reported employment in this occupation during the last year:

<u>Declined</u>	<u>Remained Stable</u>	<u>Grew</u>
8%	62%	31%

Responding employers projected employment in this occupation over the next three years would:

<u>Decline</u>	<u>Remain Stable</u>	<u>Grow</u>
0%	54%	46%

Supply/Demand Assessments

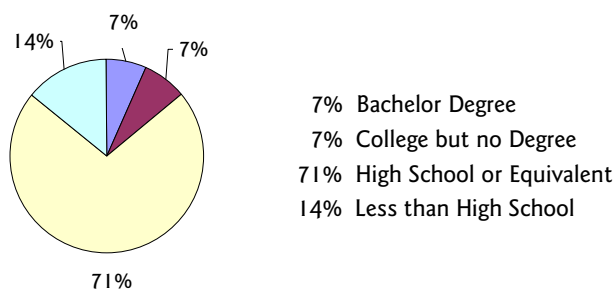
Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *A little difficult*

Inexperienced: *A little difficult*

Employer Requirements

Education of recent hires in this occupation:



Percentages are based on the number of employers responding to this question.

Amusement and Recreation Attendants (continued)

Experience & Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience required	36%	29%	29%	7%
Training as substitute for experience	14%	29%	36%	21%

Percentages are based on the number of employers responding to this question.

Job Qualifications

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: make change; operate a cash register; stand for long periods of time; tolerate noise, dust and fumes; work independently and with close supervision; read and follow instructions; write legibly.

Skills in: telephone answering; public contact; basic math; oral communication skills.

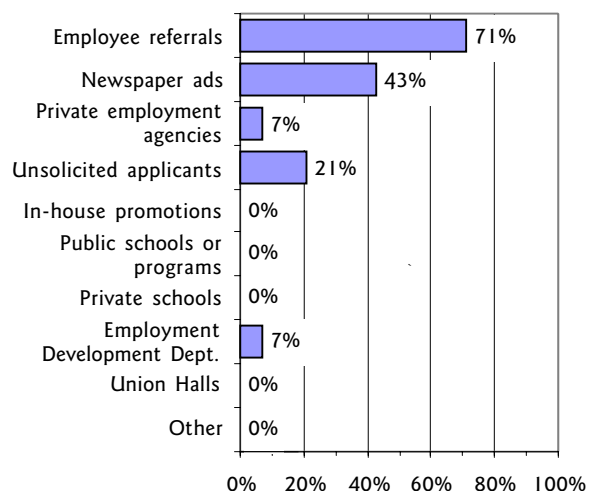
Other: possession of a valid driver's license; good physical condition.

Promotional Opportunities

Of the employers who responded to this question, *many* (43%) promote employees from this occupation to higher level positions. These positions may include camp ground host, assistant manager and manager.

Recruitment Methods

Responding employers reported the following methods used to recruit applicants for this occupation.



Where the Jobs Are

- Local government
- Amusement and recreation services, not elsewhere classified
- Racing, including track operation
- Public golf courses
- Membership sports and recreation clubs
- Bowling centers

Available Training

Our research indicates that no formal training is available in Inyo and Mono Counties for this occupation.

Food Preparation Workers

OES Code: 650380

20 Employers Responded

222 Jobs Represented

Alternate Titles: Deli Cook, Prep Cook, Cook, Crew Cook, Quick Service, Kitchen Managers, Prep Personnel, Food Service Worker

Description

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

Responding employers reported that employees in this occupation were: male 45% - female 55%.

Wages

Union, Non-Union and Union Undetermined

	<u>Wage Range</u>	<u>Median</u>
New hires/no exp.	\$ 5.75-\$ 8.38	\$ 5.88
New hires/with exp.	\$ 5.75-\$ 8.50	\$ 6.07
Exp./3 + yrs. with firm	\$ 5.75-\$11.00	\$ 8.00

Hours

Full-time employees in this occupation work an average of 39 hours per week. Part-time employees work an average of 26 hours per week.

Fringe Benefits

	<u>Full-time</u>	<u>Part-time</u>
Medical Insurance	67%	0%
Dental Insurance	33%	0%
Vision Insurance	22%	0%
Life Insurance	11%	0%
Paid Sick Leave	33%	22%
Paid Vacation	78%	22%
Retirement Plan	22%	0%
Child Care	0%	0%

Percentages are based on the number of employers responding to this question.

Employment Forecast

Occupation Size (1998): *Very large*
Job Growth Rate: *Slower than average* (0.6%)

(The projected average growth rate for all occupations in Inyo and Mono Counties is 5.6% for the period 1995 through 2002.)

Responding employers reported employment in this occupation during the last year:

<u>Declined</u>	<u>Remained Stable</u>	<u>Grew</u>
25%	55%	20%

Responding employers projected employment in this occupation over the next three years would:

<u>Decline</u>	<u>Remain Stable</u>	<u>Grow</u>
15%	45%	40%

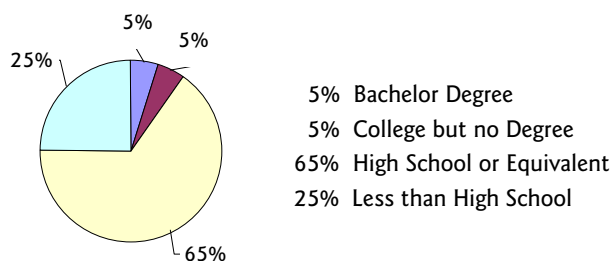
Supply/Demand Assessments

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Somewhat difficult*
Inexperienced: *A little difficult*

Employer Requirements

Education of recent hires in this occupation:



Percentages are based on the number of employers responding to this question.

Food Preparation Workers (continued)

Experience & Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience required	35%	30%	35%	0%
Training as substitute for experience	5%	55%	35%	5%

Percentages are based on the number of employers responding to this question.

Job Qualifications

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: operate cash register; handle multiple food orders in a timely fashion; stand continuously for 2 or more hours; work rapidly; lift at least 30 lbs. repeatedly; work under pressure; work independently and with close supervision; follow oral instructions; read and follow instructions; write legibly.

Skills in: sandwich making; salad making; basic math; public contact; oral communication.

Knowledge of: sanitary work environment.

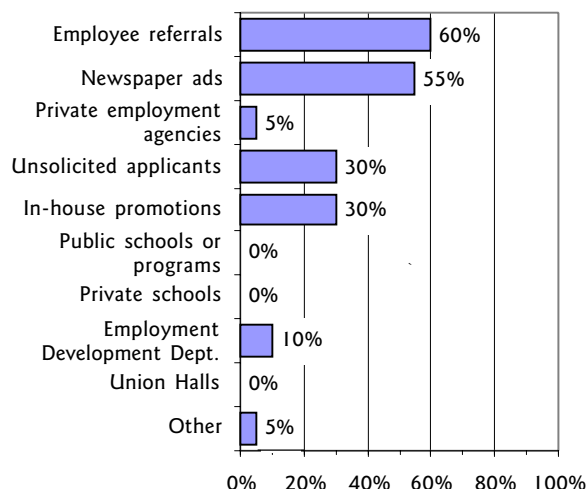
Other: high standards of personal cleanliness; certified as a food handler; pass a pre-employment medical examination.

Promotional Opportunities

Of the employers who responded to this question, *most* (79%) promote employees from this occupation to higher level positions. These positions may include manager, shift manager, shift leader and food service II.

Recruitment Methods

Responding employers reported the following methods used to recruit applicants for this occupation.



Where the Jobs Are

- Eating places
- Elementary and secondary schools
- Grocery stores
- Skilled care nursing facilities
- Hotels and motels

Available Training

Our research indicates that no formal training is available in Inyo and Mono Counties for this occupation.

Hotel Desk Clerks

OES Code: 538080

16 Employers Responded

95 Jobs Represented

Alternate Title: Front Desk Clerk, Reservation Clerk, Hospitality Agent, Guest Services, Front Desk, Assistant Manager

Description

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collection payments from departing guests.

Responding employers reported that employees in this occupation were: male 34% - female 66%.

Wages

Union, Non-Union and Union Undetermined

	<u>Wage Range</u>	<u>Median</u>
New hires/no exp.	\$ 5.75-\$ 8.50	\$ 5.88
New hires/with exp.	\$ 5.75-\$ 8.50	\$ 6.12
Exp./3 + yrs. with firm	\$ 5.75-\$10.50	\$ 7.25

Hours

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 21 hours per week.

Fringe Benefits

	<u>Full-time</u>	<u>Part-time</u>
Medical Insurance	45%	0%
Dental Insurance	27%	0%
Vision Insurance	0%	0%
Life Insurance	18%	0%
Paid Sick Leave	27%	9%
Paid Vacation	91%	9%
Retirement Plan	18%	0%
Child Care	9%	0%

Percentages are based on the number of employers responding to this question.

Employment Forecast

Occupation Size (1998): *Very large*
Job Growth Rate: *Slower than average* (1.7%)

(The projected average growth rate for all occupations in Inyo and Mono Counties is 5.6% for the period 1995 through 2002.)

Responding employers reported employment in this occupation during the last year:

<u>Declined</u>	<u>Remained Stable</u>	<u>Grew</u>
6%	69%	25%

Responding employers projected employment in this occupation over the next three years would:

<u>Decline</u>	<u>Remain Stable</u>	<u>Grow</u>
0%	63%	38%

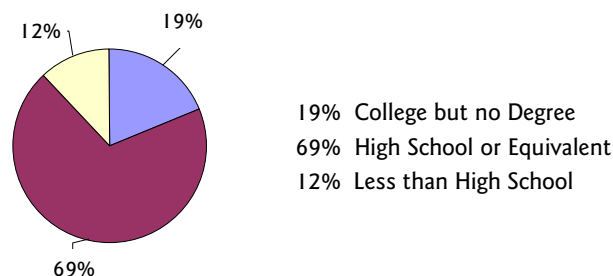
Supply/Demand Assessments

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Somewhat difficult*
Inexperienced: *Somewhat difficult*

Employer Requirements

Education of recent hires in this occupation:



Percentages are based on the number of employers responding to this question.

Hotel Desk Clerks (continued)

Experience & Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience required	31%	44%	25%	0%
Training as substitute for experience	0%	38%	38%	25%

Percentages are based on the number of employers responding to this question.

Job Qualifications

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: follow billing procedures; write effectively; work under pressure; work independently and with supervision; read and follow instructions; write legibly.

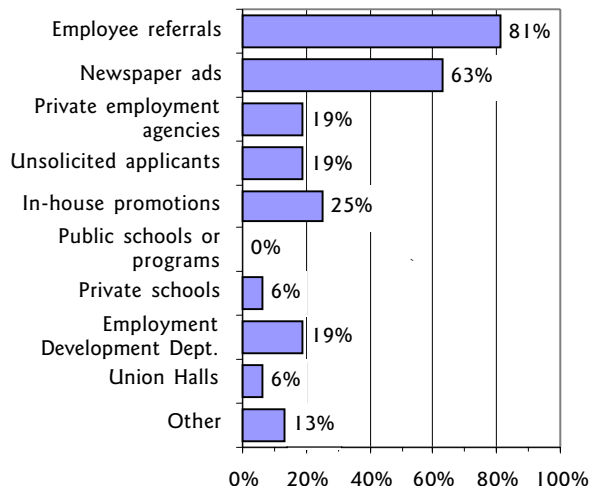
Skills in: record keeping; cash handling; good grooming; public contact; customer service; basic math and oral communication.

Promotional Opportunities

Of the employers who responded to this question, *some* (20%) promote employees from this occupation to higher level positions. These may include shift manager and manager.

Recruitment Methods

Responding employers reported the following methods used to recruit applicants for this occupation.



Where The Jobs Are

Major Employing Industries:

- Hotels and motels

Available Training

Our research indicates that no formal training is available in Inyo and Mono Counties for this occupation.

Medical Assistants

OES Code: 660050

15 Employers Responded

130 Jobs Represented

Alternate Titles: LVN, RN, Medical Aide, Receptionist, Office Manager, Medical Office Manager, Medical Clerk, Clinic Assistant

Description

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

Responding employers reported that employees in this occupation were: male 18% - female 82%.

Wages

Union, Non-Union and Union Undetermined

	<u>Wage Range</u>	<u>Median</u>
New hire/no exp.	\$ 6.50-\$12.00	\$ 7.69
New hires/with exp.	\$ 6.00-\$14.00	\$ 8.50
Exp./3 + yrs. with firm	\$ 7.25-\$15.00	\$10.30

Hours

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 29 hours per week.

Fringe Benefits

	<u>Full-time</u>	<u>Part-time</u>
Medical Insurance	54%	15%
Dental Insurance	15%	8%
Vision Insurance	15%	0%
Life Insurance	23%	15%
Paid Sick Leave	62%	31%
Paid Vacation	69%	31%
Retirement Plan	62%	38%
Child Care	0%	0%

Percentages are based on the number of employers responding to this question.

Employment Forecast

Occupation Size (1998): *Medium*

Job Growth Rate: *Slower than average* (3.3%)

(The projected average growth rate for all occupations in Inyo and Mono Counties is 5.6% for the period 1995 through 2002.)

Responding employers reported employment in this occupation during the last year:

<u>Declined</u>	<u>Remained Stable</u>	<u>Grew</u>
0%	93%	7%

Responding employers projected employment in this occupation over the next three years would:

<u>Decline</u>	<u>Remain Stable</u>	<u>Grow</u>
0%	80%	20%

Supply/Demand Assessments

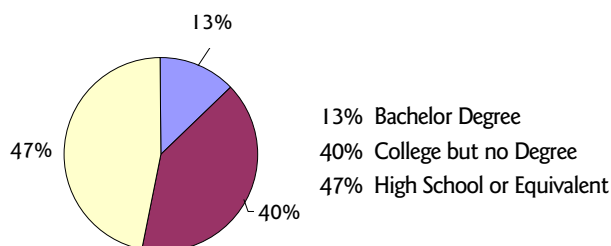
Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Somewhat difficult*

Inexperienced: *Somewhat difficult*

Employer Requirements

Education of recent hires in this occupation:



Percentages are based on the number of employers responding to this question.

Medical Assistants (continued)

Experience & Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience required	0%	40%	33%	27%
Training as substitute for experience	0%	60%	40%	0%

Job Qualifications

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: complete and explain medical insurance forms; transcribe medical records and reports; administer an electro-cardiograph (EKG) test; administer injections; apply sterilization techniques; follow billing procedures; use word processing software; write effectively; type at least 45 words per minute; handle crisis situations; work independently and with close supervision; read and follow instructions; write legibly.

Skills in: blood drawing; telephone answering; basic math; oral communications.

Understanding of: inventory techniques.

Knowledge of: medical terminology.

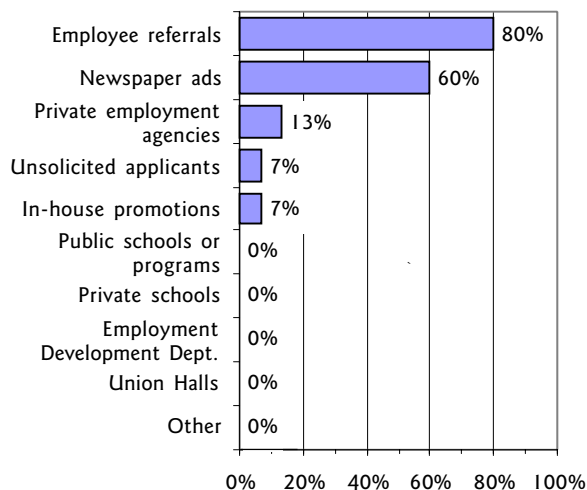
Other: possess a Medical Assistant Certificate.

Promotional Opportunities

Of the employers who responded to this question, *many* (43%) employers promote employees from this occupation to higher level positions. These positions may include LVN and office manager.

Recruitment Methods

Responding employers reported the following methods used to recruit applicants for this occupation.



Where the Jobs Are

Major Employing Industries:

- Offices and clinics of doctors of medicine
- Local government

Available Training:

Our research indicates that no formal training is available in Inyo and Mono Counties for this occupation.

Paving, Surfacing, and Tamping Equipment Operators

OES Code: 877080

4 Employers Responded

107 Jobs Represented

Alternate Titles: Driver, Road Maintenance Equipment Operator, Heavy Equipment Operator, Maintenance I and II

Description

Paving, Surfacing, and Tamping Equipment Operators operate equipment used for applying concrete, asphalt, or other materials to road beds, parking lots, or airport runways and taxiways, or equipment used for tamping gravel, dirt or other materials. Included are such equipment operators as Concrete and Asphalt Paving Machine Operators, Form Tampers, Tamping Machine Operators, and Stone Spreader Operators.

Responding employers reported that employees in this occupation were: male 99% - female 1%.

Wages

Non-Union and Union Undetermined

	<u>Wage Range</u>	<u>Median</u>
New hires/no exp.	\$ 8.50-\$ 9.40	\$ 8.95
New hires/with exp.	\$11.40-\$12.50	\$11.95
Exp./3+ yrs. with firm	\$13.11-\$13.50	\$13.31

Union

New hires/no exp.	\$10.00-\$10.00	\$10.00
New hires/with exp.	\$12.00-\$13.62	\$12.81
Exp./3+ yrs. with firm	\$14.91-\$18.00	\$16.46

Of the employers responding, 2 out of 4 reported that employees in this occupation were union members.

Hours

Full-time employees in this occupation work an average of 43 hours per week. There were no part-time employees reported.

Fringe Benefits

	<u>Full-time</u>	<u>Part-time</u>
Medical Insurance	75%	25%
Dental Insurance	75%	0%
Vision Insurance	75%	0%
Life Insurance	25%	0%
Paid Sick Leave	50%	0%
Paid Vacation	75%	0%
Retirement Plan	75%	25%
Child Care	0%	0%

Percentages are based on the number of employers responding to this question.

Employment Forecast

Occupation Size (1998): *Large*
Job Growth Rate: *Remain Stable (0.00%)*

(The projected average growth rate for all occupations in Inyo and Mono Counties is 5.6% for the period 1995 through 2002.)

Responding employers reported employment in this occupation during the last year:

<u>Declined</u>	<u>Remained Stable</u>	<u>Grew</u>
0%	75%	25%

Responding employers projected employment in this occupation over the next three years would:

<u>Decline</u>	<u>Remain Stable</u>	<u>Grow</u>
0%	100%	0%

Supply/Demand Assessments

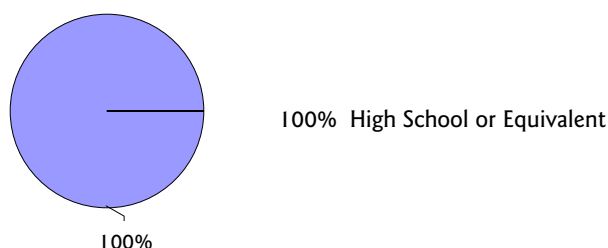
Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Somewhat Difficult*
Inexperienced: *A little difficult*

Paving, Surfacing, and Tamping Equipment Operators (continued)

Employer Requirements

Education of recent hires in this occupation:



Percentages are based on the number of employers responding to this question.

Experience & Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience required	0%	25%	75%	0%
Training as substitute for experience	0%	100%	0%	0%

Percentages are based on the number of employers responding to this question.

Job Qualifications

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: operate asphalt paving machines; operate tamping machines; operate concrete paving machines; read working drawings; follow safe equipment operating practices; sit continuously for two or more hours; work independently and with close supervision; read and follow instructions; write legibly.

Skills in: basic math; oral communication.

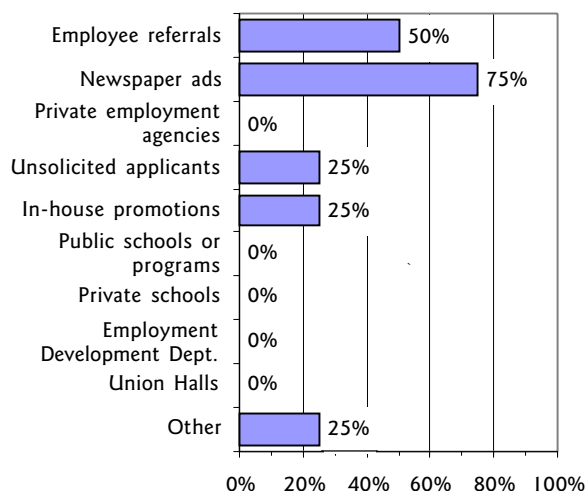
Other: possess a valid driver's license.

Promotional Opportunities

Of the employers who responded to this question, *most* (75%) promote employees from this occupation to higher level positions. These positions may include road maintenance supervisor, supervisor and field supervisor.

Recruitment Methods

Responding employers reported the following methods used to recruit applicants for this occupation.



Where the Jobs Are

- State government
- Concrete work
- Heavy construction, not elsewhere classified
- Water, sewer, and pipeline, and communication and power line construction

Available Training

Our research indicates that no formal training is available in Inyo and Mono Counties for this occupation.

EMPLOYERS
TRAINING
RESOURCE

The California Cooperative
CCOIS
Occupational Information System

Property and Real Estate Managers and Administrators

OES Code: 150110

16 Employers Responded

46 Jobs Represented

Alternate Titles: Condominium Manager, Assistant Manager, General Manager, On-Site Manager, Administrator, Supervisor, Real Estate Agent

Description

Property and Real Estate Managers and Administrators plan, organize, direct, control, or coordinate real estate property management, purchase, sales, and leasing activities. Their work involves management of buildings or properties, management of real estate buying and selling activities for clients or employers, and management of rented or leased housing units, buildings, or land (including rights-of-way). Workers whose duties are not primarily managerial or who are engaged primarily in direct buying or selling of real estate are not included.

Responding employers reported that employees in this occupation were: male 57% - female 43%.

Wages

Union, Non-Union and Union Undetermined

	<u>Wage Range</u>	<u>Median</u>
New hires/no exp.	\$ 6.00-\$15.34	\$ 8.22
New hires/with exp.	\$ 5.75-\$23.97	\$ 9.50
Exp./3+ yrs. with firm	\$ 8.00-\$26.37	\$ 11.00

Employees in this occupation may also receive commissions.

Hours

Full-time employees in this occupation work an average of 42 hours per week. Part-time employees work an average of 21 hours per week.

Fringe Benefits

	<u>Full-time</u>	<u>Part-time</u>
Medical Insurance	58%	0%
Dental Insurance	17%	0%
Vision Insurance	8%	0%
Life Insurance	8%	0%
Paid Sick Leave	58%	0%
Paid Vacation	100%	0%
Retirement Plan	25%	0%
Child Care	0%	0%

Percentages are based on the number of employees responding to this question.

Employment Forecast

Occupation Size (1998): *Large*

Job Growth Rate: *Remain Stable* (0.0%)

(The projected average growth rate for all occupations in Inyo and Mono Counties is 5.6% for the period 1995 through 2002.)

Responding employers reported employment in this occupation during the last year:

<u>Declined</u>	<u>Remained Stable</u>	<u>Grew</u>
0%	81%	19%

Responding employers projected employment in this occupation over the next three years would:

<u>Decline</u>	<u>Remain Stable</u>	<u>Grow</u>
0%	88%	13%

Supply/Demand Assessments

Degree of difficulty responding employers have in finding qualified applicants:

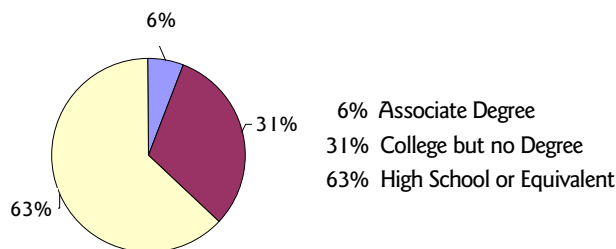
Experienced: *Somewhat difficult*

Inexperienced: *Somewhat difficult*

Property and Real Estate Managers and Administrators (continued)

Employer Requirements

Education of recent hires in this occupation:



Percentages are based on the number of employers responding to this question.

Experience & Other Requirements:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience required	6%	44%	38%	13%
Training as substitute for experience	0%	50%	31%	19%

Percentages are based on the number of employers responding to this question.

Job Qualifications

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: maintain financial records; manage an activity or department; plan and organize the work of others; prepare and arrange sales contracts; handle credit and collections; hire and assign personnel; negotiate property leases; write effectively; work independently; read and follow instructions; write legibly.

Skills in: business math; carpentry; problem solving; public contact; oral communications.

Knowledge of: escrow and title functions.

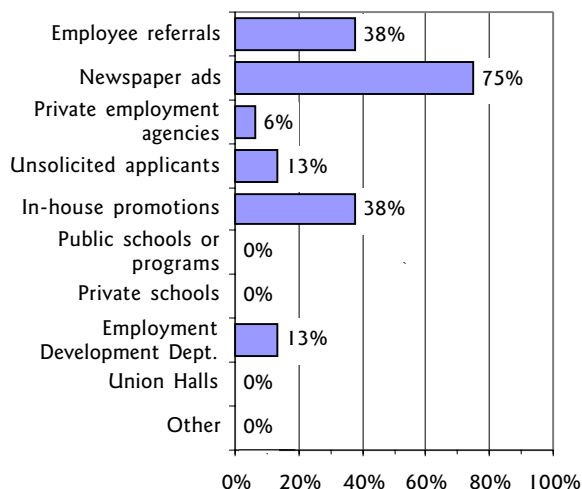
Other: possession of a California real estate license; be bondable.

Promotional Opportunities

Of the employers who responded to this question, *some* (25%) promote employees from this occupation to higher level positions. These positions may include public relations and management positions.

Recruitment Methods

Responding employers reported the following methods used to recruit applicants for this occupation.



Where the Jobs Are

Major Employing Industries:

- Real estate agents and managers
- Operators of dwellings other than apartment buildings
- Operators of apartment buildings
- Operators of residential mobile home sites

Available Training:

Our research indicates that no formal training is available in Inyo and Mono Counties for this occupation.

EMPLOYERS'
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The California Cooperative
CCOIS
Occupational Information System

Occupational Recap of 1998 Inyo and Mono Counties Labor Market Study

Occupation	Size of Occupation	Job Growth Rate Compared to average growth rate for all occupations in Kern County	Supply/Demand Assessment Degree of difficulty employers have in finding qualified applicants	Median Hourly Wages New hires, no experience New hires, with experience 3 yrs. experience with firm
Amusement and Recreation Attendants	Large	Slower than average	Experienced: A little Inexperienced: A little	\$ 6.38 \$ 7.00 \$ 8.00
Food Preparation Workers	Very large	Slower than average	Experienced: Some Inexperienced: A little	\$ 5.88 \$ 6.07 \$ 8.00
Hotel Desk Clerks	Very large	Slower than average	Experienced: Some Inexperienced: Some	\$ 5.88 \$ 6.12 \$ 7.25
Medical Assistants	Medium	Slower than average	Experienced: Some Inexperienced: Some	\$ 7.69 \$ 8.50 \$10.30
Paving, Surfacing, and Tamping Equipment Operators	Large	Remain stable	Experienced: Some Inexperienced: A little	\$ 8.95 \$11.95 \$13.31
Property and Real Estate Managers and Administrators	Large	Remain stable	Experienced: Some Inexperienced: Some	\$ 8.22 \$ 9.50 \$11.00

Previously Surveyed Occupations

Listed below are occupations which Employers' Training Resource has previously surveyed for Kern, Inyo and Mono Counties for the California Cooperative Occupational Information System project. Summaries for these occupations are available through Employers' Training Resource or at www.calmis.cahwnet.gov.

Kern County

Occupation	OES Code	Survey Year(s)
Accountants and Auditors	211140	1992
Adjustment Clerks	531230	1996
Aircraft Mechanics	853230	1991
Automotive Mechanics	853020	1990, 1995
Automotive Body and Related Repairers	853050	1992, 1997
Bakers—Bread and Pastry	650210	1993
Bill and Account Collectors	535080	1993
Billing, Cost and Rate Clerks	553440	1996
Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers	553380	1990, 1994
Burglar and Fire Alarm Installers and Repairers	872020	1994
Bus Drivers	971080	1992
Bus Drivers, School	971110	1993
Bus and Truck Mechanics and Diesel Engine Specialists	853110	1991
Butchers and Meat Cutters	650230	1993
Carpenters	871020	1992
Cashiers	490230	1990, 1996
Child Care Workers	680380	1991, 1997
Combined Food Preparation and Service Workers	650410	1992
Computer Programmer Aides	251080	*1990
Computer Programmers	251050	1991
Computer Operators	560110	1991
Concrete and Terrazzo Finishers	873110	1996
Cooks, Restaurant	650260	1993, 1997
Cooks, Short Order	650350	1994
Correction Officers and Jailers	630170	1990, 1997
Counter Attendants (Lunchroom, Coffee Shop or Cafeteria)	650170	1996
Counter and Rental Clerks	490170	1993
Data Entry Keyers, Except Composing	560170	1994
Data Processing Equipment Repairers	857050	1990, 1997
Dental Assistants	660020	1992
Dental Hygienists	329080	1992
Dining Room Attendants, Bar Helpers	650140	1995
Dispatchers, Except Police, Fire, and Ambulance	580050	1992
Drafters	225140	1992
Drivers/Sales Workers	971170	1996
Electrical and Electronic Engineering Technicians and Technologists	225050	1991
Electrical and Electronic Engineers	221260	1994

Previously Surveyed Occupations (continued)

Kern County (continued)

Occupation	OES Code	Survey Year(s)
Electricians	872020	1993
Farm Equipment Mechanics	853210	1997
File Clerks	553210	1994
Financial Managers	130020	1996
Food Service Managers	150261	1994
Food Preparation Workers	650380	1991
Gardeners, Groundskeepers—Except Farm	790300	1991, 1996
Gaugers	950170	1997
General Office Clerks	553470	1990, 1995
Grader, Dozer, and Scraper Operators	979380	1991
Graders and Sorters—Agricultural Products	790110	1991, 1997
Guards and Watch Guards	630470	1990, 1994
Hand Packers and Packagers	989020	1991, 1997
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	859020	1992, 1997
Home Health Care Workers	660110	1990, 1997
Hosts, Hostesses—Restaurant, Lounge, or Coffee Shop	650020	1994
Hotel Desk Clerks	538080	1994
Housekeeping Supervisors	610080	1994
Inspectors, Testers, and Graders, Precision	830020	1993
Instructional Aides	315211	1994
Instrument Repairers—Precision	859050	1993
Insurance Claims Clerks	553110	1994
Janitors and Cleaners—Except Maids and Housekeeping Cleaners	670050	1992
Laundry and Dry Cleaning Machine Operators and Tenders	927260	1996
Legal Secretaries	551020	1992
Licensed Vocational Nurses	325050	1992
Loan and Credit Clerks	531210	1992
Loan Officers and Counselors	211080	1994
Lodging Managers	150262	1994
Machinists	891080	1991, 1995
Maids and Housekeeping Cleaners	670020	1991
Maintenance Repairers, General Utility	851320	1990, 1995
Marketing, Advertising, and Public Relations Managers	130110	1995
Medical Records Technicians	329110	1993
Medical Assistants	660050	1991, 1996
Nursery Workers	790050	1992
Nurse Aides	660080	1990, 1995
Office Machine and Cash Register Servicers	859260	1992
Packaging and Filling Machine Operators	929740	1990
Painters, Paperhangers—Construction and Maintenance	874020	1994
Paralegal Personnel	283050	1994
Pest Controllers and Assistants	670080	1993
Personnel, Training and Labor Relations Specialists	215110	1997
Petroleum Technicians and Technologists	245110	1991, 1995

Previously Surveyed Occupations (continued)

Kern County (continued)

Occupation	OES Code	Survey Year(s)
Pharmacists	325170	1996
Pharmacy Technicians	325180	1993
Physical Therapists	323080	1993
Plumbers, Pipefitters, and Steamfitters	875020	1994
Property and Real Estate Managers and Administrators	150110	1995
Radiologic Technologists, Diagnostic	329210	1992
Receptionists and Information Clerks	553050	1992, 1997
Registered Nurses	325020	1993
Respiratory Care Practitioners	323020	1993, 1995
Rotary Drill Operators, Oil and Gas Extract	879110	1995
Roustabouts	879210	1990, 1996
Sales Agents and Placers, Insurance	430020	1991
Sales Representatives, Non-Specific	490080	1995
Salespersons, Parts	490140	1991
Secretaries, General	551080	1991
Secretaries, Medical	551050	1992, 1997
Service Unit Operators	879170	1990
Sheet Metal Workers	891320	1996
Social Workers, Except Medical and Psychiatric	273050	1996
Stock Clerks, Stockroom, Warehouse or Storage Yard	580230	1990, 1995
Stock Clerks, Sales Floor	490210	1992
Systems Analysts, Electronic Data Processing	251020	1993
Teacher Aides, Paraprofessional	315210	1990
Teachers and Instructors, Vocational Educational and Training	313140	1993
Teachers, Elementary	313050	1997
Teachers, Special Education	313110	1996
Telephone and Cable TV Line Installers and Repairers	857020	1997
Tellers	531020	1991
Tire Repairers and Changers	859530	1996
Traffic, Shipping and Receiving Clerks	580280	*1990, 1993, 1997
Travel Agents	430210	1995
Truck Drivers, Light - Include Delivery and Route Workers	971050	1993
Truck Drivers, Heavy or Tractor Trailer	971020	1990, 1994
Typists	553080	*1995
Veterinary Assistants	798060	1995
Waiters and Waitresses	650080	1991
Welders and Cutters	939140	1991, 1997

*limited survey

Previously Surveyed Occupations (continued)

Inyo and Mono Counties

Occupation	OES Code	Survey Year(s)
Amusement and Recreation Attendants	680140	1994
Automotive Mechanics	853020	1992, 1997
Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers	553380	1990
Carpenters	871020	1990, 1995
Cashiers	490230	1992, 1995
Child Care Workers	680380	1993
Combined Food Preparation and Service Workers	650410	1996
Cooks, Restaurant	650260	1990
Cooks, Specialty Fast Food	650320	1994
Dining Room and Cafeteria Attendants and Bar Helpers	650140	1994
First Line Clerical Managers/Supervisor	510020	1996
Food Preparation Workers	650380	1991
Forest and Conservation Workers	790020	1993
Gardeners, Groundskeepers-Except Farm	790140	1992
General Office Clerks	553470	1991, 1997
Hosts, Hostesses - Restaurant, Lounge or Coffee Shop	650020	1997
Hotel Desk Clerks	538080	1990
Instructors and Coaches, Sports and Physical Training	313210	1994
Janitors and Cleaners - Except Maids and Housekeeping Cleaners	670050	1992
Kindergarten Teachers	313022	1994
Lodging Managers	150262	1997
Maids and Housekeeping Cleaners	670020	1991, 1997
Maintenance Repairers, General Utility	851320	1992, 1994
Nurse Aides	660080	1990, 1993
Painters, Paperhangers, Construction and Maintenance	874020	1995
Teachers, Preschool and Kindergarten	313021	1994
Receptionists and Information Clerks	553050	1992, 1995
Registered Nurses	325020	1993
Salespersons, Parts	490140	1996
Salespersons - Retail (Except Vehicle Sales)	490112	1991, 1995
Secretaries, General	551080	1991, 1996
Service Station Attendants	978050	1993
Stock Clerks, Sales Floor	490210	1993, 1997
Tellers	531020	1995
Truck Drivers, Heavy or Tractor Trailer	553050	1992
Truck Drivers, Light - Include Delivery and Route Workers	971050	1990, 1997
Typists, Including Word Processing	553070	1996
Waiters and Waitresses	065008	1991

Training Providers

The following training providers offer local training for many of the occupations summarized in this report. More information about these and other training providers in Kern, Inyo and Mono Counties is available in the *Kern, Inyo and Mono Counties 1998 Vocational Training Directory* available through Employers' Training Resource.

Arvin High School

900 Varsity Road
Bakersfield, CA 93203
(805) 834-5943

Bakersfield Adult School

501 South Mt. Vernon Avenue
Bakersfield, CA 93307
(805) 835-1855

Bakersfield College

1801 Panorama Drive
Bakersfield, CA 93305
(805) 395-4571

Bakersfield Technical College

186 Quantico Avenue, Suite A
Bakersfield, CA 93307
(805) 859-2121

California State University, Bakersfield

9001 Stockdale Highway
Bakersfield, CA 93311-1099
(805) 664-2011

California Technical College

P. O. Box 519
1203 Main Street
Delano, CA 93311-1099
(805) 725-9552

Cerro Coso Community College

3000 College Heights Boulevard
Ridgecrest, CA 93555-9571
(760) 384-6100

Delano Adult School

1811 Princeton Street
Delano, CA 93215
(805) 725-4000

East High School

2200 Quincy Drive
Bakersfield, CA 93305
(805) 871-2221

Highland High School

2900 Royal Scots Way
Bakersfield, CA 93306
(805) 872-2777

Kern County Regional Occupational Program

15926 "K" Street
Mojave, CA 93501
(805) 824-9313

Kern Electrical Apprenticeship

401 19th Street
Bakersfield, Ca 93301
(805) 324-0105

Kern High School District - Career Resource Division

2727 "F" Street
Bakersfield, CA 93301
(805) 322-7492

Kern High School District Regional Occupational Center

501 South Mt. Vernon Avenue
Bakersfield, CA 93307
(805) 831-3327

Lodging Industry Training Center, Inc.

c/o Holiday Inn Select
801 Truxtun Avenue
Bakersfield, CA 93301
(805) 323-1900

McFarland Unified School District

599 Fifth Street
McFarland, CA 93250
(805) 792-6312

Training Providers (continued)

Mexican American Opportunity Foundation

2001 28th Street
Bakersfield, CA 93301
(805) 861-2800

New Horizons Computer Learning Center

5121 Stockdale Highway
Bakersfield, CA 93309
(805) 397-3606

North Kern Vocational Training Center

2150 Seventh Street
Wasco, CA 93280-1563
(805) 758-3045

Point Loma Nazarene University

1430 Truxtun Avenue, Suite 130
Bakersfield, CA 93301
(805) 321-3480

Proteus, Inc.

1427 South Lexington, Suite 2
Delano, CA 93215
(805) 366-4401

Ruggenberg Career Center

610 Ansol Lane
Bakersfield, Ca 93306
(805) 366-4401

San Joaquin Valley College, Inc.

201 New Stine Road
Bakersfield, CA 93309
(805) 834-0126

Santa Barbara Business College

211 South Real Road
Bakersfield, CA 93309
(805) 835-1100

Stockdale High School

2800 Buena Vista Road
Bakersfield, CA 93311
(805) 665-2800

Taft College

P. O. Box 1437
29 Emmons Park Drive
Taft, CA 93268
(805) 763-4268

University of La Verne

P. O. Box 153
Bakersfield, CA 93302
(805) 328-1430

West Side Regional Occupational Program

P. O. Box 1337
Taft, CA 93268
(805) 765-7185





Please return completed questionnaire to:

Employers' Training Resource

2001 28th Street

Bakersfield CA 93301

Phone: (805) 336-6978

Fax: (805) 336-6858

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

NAME: _____

POSITION: _____

PHONE: _____

FAX: _____

Please complete this questionnaire for the occupation described below. If you have multiple locations, please confine your answers to locations in **your county**. Please call the number above if you have questions.

PROPERTY AND REAL ESTATE MANAGERS AND ADMINISTRATORS

Property and Real Estate Managers and Administrators plan, organize, direct, control, or coordinate real estate property management, purchase, sales and leasing activities. Their work involves management of buildings or properties, management of real estate buying and selling activities for clients or employers, and management of rented or leased housing units, buildings, or land (including rights-of-way). Please do not include workers whose duties are not primarily managerial or who are engaged primarily in direct buying or selling of real estate.

1. What job title(s) do **you** use for these duties _____ 005

2. How many employees do you **currently** have in this occupation? _____ 010

How many of these fall within each of the following categories, and how many hours per **week** do they work, on average?

NUMBER OF EMPLOYEES

AVERAGE WEEKLY HOURS

Regular, Full Time:

--	--	--	--

590

--	--

591

Regular, Part Time:

--	--	--	--

650

--	--

651

Temporary Or On-Call:

--	--	--	--

630

--	--

631

Seasonal:

--	--	--	--

610

--	--

611

3. Of the people you have hired into this occupation over the last 12 months, how many were hired to fill:

vacancies resulting from promotions within your firm?

--	--	--	--

031

vacancies resulting from people in permanent positions leaving your firm?

--	--	--	--

032

new permanent positions resulting from growth?

--	--	--	--

030

temporary or seasonal positions?

--	--	--	--

033

4. Of the employees you currently have in this occupation, how many are: MALE? _____ 060 FEMALE? _____ 061

5. During the last year, did your firm's employment in this occupation: (Please Check One)

DECLINE ☐ 480 3

REMAIN STABLE ☐ 480 2

GROW ☐ 480 1

Why? _____ 481

6. Over the next three years, do you expect your firm's employment in this occupation to: (Please Check One)

DECLINE ☐ 740 3

REMAIN STABLE ☐ 740 2

GROW ☐ 740 1

Why? _____ 741

7. Are your employees in this occupation members of a union? (Please Check One) YES ☐ 300 1 NO ☐ 300 2

8. For the people you hire into this occupation, is previous experience required? (Please Check One)

NEVER ☐ 390 4

SOMETIMES ☐ 390 3

USUALLY ☐ 390 2

ALWAYS ☐ 390 1

9. If you require previous experience, what jobs can it be in and how many months of experience meet your qualifications?

(Job Title) 414

(Months of Experience) 416

(Job title) 415

(Months of Experience) 417

10. How difficult is it to find fully experienced and qualified applicants? (Please Check One)			
NOT DIFFICULT <input type="checkbox"/> 721 1	A LITTLE DIFFICULT <input type="checkbox"/> 721 2	SOMEWHAT DIFFICULT <input type="checkbox"/> 721 3	VERY DIFFICULT <input type="checkbox"/> 721 4

11. If you ever hire inexperienced applicants (trained or untrained), how difficult is it to find applicants who meet your hiring standards? (Please Check One)			
NOT DIFFICULT <input type="checkbox"/> 731 1	A LITTLE DIFFICULT <input type="checkbox"/> 731 2	SOMEWHAT DIFFICULT <input type="checkbox"/> 731 3	VERY DIFFICULT <input type="checkbox"/> 731 4

12. Is training acceptable as a substitute for experience? (Please Check One)			
NEVER <input type="checkbox"/> 391 4	SOMETIMES <input type="checkbox"/> 391 3	USUALLY <input type="checkbox"/> 391 2	ALWAYS <input type="checkbox"/> 391 1

13. If training or certification is required prior to employment, please describe what is needed and how much.

(Training or Certification Needed)	153	156
		(Months of Training)

14. What level of formal education do most of your recently hired employees in this occupation have? (Please Check One)			
LESS THAN HIGH SCHOOL <input type="checkbox"/> 140	ASSOCIATE (2 YEAR) DEGREE <input type="checkbox"/> 142		
HIGH SCHOOL OR EQUIVALENT <input type="checkbox"/> 141	BACHELOR (4 YEAR) DEGREE <input type="checkbox"/> 144		
SOME COLLEGE, BUT NO DEGREE <input type="checkbox"/> 157	GRADUATE STUDY <input type="checkbox"/> 158		

15. What type of computer software skills, if any, do you seek in applicants for this occupation? (Please check all that apply)

WORD PROCESSING <input type="checkbox"/> 051	SPREADSHEET <input type="checkbox"/> 050	DATABASE <input type="checkbox"/> 052	DESKTOP PUBLISHING <input type="checkbox"/> 053
Other (Please Specify): _____		054	055

16. Over the next three years, what new skills are needed to perform the functions of this occupation and what skills are becoming obsolete?

NEW SKILLS:	OBSOLETE SKILLS:
460	462
461	463

17. What is the usual income earned by your employees in this occupation at the following levels of skill and experience? Please separate the base wage or salary from tips and commissions, if applicable.

	BASE WAGE OR SALARY	TIPS OR COMMISSIONS
New Hires With No Experience (Trained or Untrained):	\$ <input style="width: 100px;" type="text"/> 550	\$ <input style="width: 100px;" type="text"/> 553
New Hires Who Are Experienced:	\$ <input style="width: 100px;" type="text"/> 551	\$ <input style="width: 100px;" type="text"/> 554
Experienced Employees After Three Years With Your Firm:	\$ <input style="width: 100px;" type="text"/> 552	\$ <input style="width: 100px;" type="text"/> 555
Per: (Please Check One)	HOUR <input type="checkbox"/> 556 H WEEK <input type="checkbox"/> 556 W MONTH <input type="checkbox"/> 556 M YEAR <input type="checkbox"/> 556 A	HOUR <input type="checkbox"/> 557 H WEEK <input type="checkbox"/> 557 W MONTH <input type="checkbox"/> 557 M YEAR <input type="checkbox"/> 557 A
Other(Please specify) _____	<input type="checkbox"/> 556 O	Other _____ <input type="checkbox"/> 557 O

18. Does your firm offer benefits to employees in this occupation? (Please Check One)

YES <input type="checkbox"/> 589 1	NO <input type="checkbox"/> 589 2
If yes, please specify: (Please Check All That Apply)	

<table border="0" style="width: 100%;"> <tr> <th style="text-align: left;">FULL-TIME</th> <th style="text-align: left;">PART-TIME</th> </tr> <tr> <td>MEDICAL INSURANCE <input type="checkbox"/> 573</td> <td><input type="checkbox"/> 583</td> </tr> <tr> <td>DENTAL INSURANCE <input type="checkbox"/> 574</td> <td><input type="checkbox"/> 584</td> </tr> <tr> <td>VISION INSURANCE <input type="checkbox"/> 575</td> <td><input type="checkbox"/> 585</td> </tr> <tr> <td>LIFE INSURANCE <input type="checkbox"/> 576</td> <td><input type="checkbox"/> 586</td> </tr> <tr> <td colspan="2">Other (Please Specify): _____ 578</td> </tr> </table>	FULL-TIME	PART-TIME	MEDICAL INSURANCE <input type="checkbox"/> 573	<input type="checkbox"/> 583	DENTAL INSURANCE <input type="checkbox"/> 574	<input type="checkbox"/> 584	VISION INSURANCE <input type="checkbox"/> 575	<input type="checkbox"/> 585	LIFE INSURANCE <input type="checkbox"/> 576	<input type="checkbox"/> 586	Other (Please Specify): _____ 578		<table border="0" style="width: 100%;"> <tr> <th style="text-align: left;">FULL-TIME</th> <th style="text-align: left;">PART-TIME</th> </tr> <tr> <td>PAID SICK LEAVE <input type="checkbox"/> 571</td> <td><input type="checkbox"/> 581</td> </tr> <tr> <td>PAID VACATION <input type="checkbox"/> 570</td> <td><input type="checkbox"/> 580</td> </tr> <tr> <td>RETIREMENT PLAN <input type="checkbox"/> 572</td> <td><input type="checkbox"/> 582</td> </tr> <tr> <td>CHILD CARE <input type="checkbox"/> 577</td> <td><input type="checkbox"/> 587</td> </tr> <tr> <td colspan="2">_____ 588</td> </tr> </table>	FULL-TIME	PART-TIME	PAID SICK LEAVE <input type="checkbox"/> 571	<input type="checkbox"/> 581	PAID VACATION <input type="checkbox"/> 570	<input type="checkbox"/> 580	RETIREMENT PLAN <input type="checkbox"/> 572	<input type="checkbox"/> 582	CHILD CARE <input type="checkbox"/> 577	<input type="checkbox"/> 587	_____ 588	
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_____ 588																									

19. Do you ever promote employees from this occupation to higher level position? (Please Check One)

YES <input type="checkbox"/> 514 1	NO <input type="checkbox"/> 514 2
If yes, please specify: _____ 510	

20. When you recruit employees for this occupation, which of the following methods do you **primarily** use ? (Check all that apply)

EMPLOYEES' REFERRALS <input type="checkbox"/> 371	PUBLIC SCHOOL OR PROGRAM REFERRALS <input type="checkbox"/> 376
RECRUIT VIA NEWSPAPER ADS <input type="checkbox"/> 372	PRIVATE SCHOOL REFERRALS <input type="checkbox"/> 377
PRIVATE EMPLOYMENT AGENCIES <input type="checkbox"/> 373	EMPLOYMENT DEVELOPMENT DEPT. <input type="checkbox"/> 374
HIRE UNSOLICITED APPLICANTS <input type="checkbox"/> 379	UNION HALL REFERRALS <input type="checkbox"/> 378
IN-HOUSE PROMOTION OR TRANSFER <input type="checkbox"/> 370	Other(Please specify): _____ <input type="checkbox"/> 380

THANK YOU FOR YOUR COOPERATION !

Would you like to receive the outlook summary for this or any other occupation? (Please check one)	YES <input type="checkbox"/> 382 1	NO <input type="checkbox"/> 382 2
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